



MONONA TERRACE COMMUNITY AND CONVENTION CENTER

ONE JOHN NOLEN DRIVE MADISON, WI 53703 TEL 608 261-4000 FAX 608 261-4049

Exhibitor Move-in Instructions Directions for Unloading on the East Loading Dock

Direction to Monona Terrace Move-in Location: Exhibits/materials may be unloaded at Monona Terrace's *East Loading Dock (Lake Level)*. The East Loading Dock is accessible as follows:

From Highway 12/18 – take the John Nolen Drive exit and stay on John Nolen Drive until you have passed under the building. Immediately after the building, there is a stoplight located at the exit to the parking ramp. Turn right at this stoplight and stay to the right, following the drive to the building – the signs will direct you to the Freight Entrance.

From Highway 151 (East Washington Ave) – Traveling south on Hwy 151, turn left onto Blair Street. At the second stoplight, turn left (this is immediately before you pass under the Monona Terrace Building) – you will be entering the exit to the parking ramp. Stay to the right, following the drive to the building – the signs will direct you to the Freight Entrance.

Instructions:

- 1) **All exhibitors will need to check in with the Dock Marshal upon arrival.** The dock marshal will direct you to a parking spot. **ALL VEHICLES MAY STAY IN THE DOCK AREA FOR ONLY 10 MINUTES.**
- 2) Unload your materials. Carts will be provided on an as available basis in the loading dock area.
- 3) Proceed into the building and to the exhibit area. Unload your materials in your booth. Once materials have been unloaded, please return to your vehicle and move it into the parking ramp. **DO NOT SET UP YOUR BOOTH BEFORE MOVING YOUR VEHICLE out of the East Loading Dock.**
- 4) To enter the parking ramp, follow the drive back to the stoplight. At the stoplight, turn right onto John Nolen Drive and immediately get in the far left lane. At the next stoplight, turn left onto Wilson Street. Continue on Wilson Street until you see the parking sign for Monona Terrace on your left (approximately three blocks). Turn left into the parking area and proceed to the parking gate. Hit the green button to receive a parking stub and to open the parking gate. After parking your vehicle in the parking ramp, you will re-enter Monona Terrace through the main entrance on Level 4.

Thank you for your cooperation.