

Times Union Home Expo | February 7-9, 2020 | *Albany Capital Center, 55 Eagle Street, Albany NY*

MOVE-IN INSTRUCTIONS

WHEN: MOVE-IN DATES AND HOURS

Wednesday, February 5, 2020 > HOURS: 9:00 AM – 5:00 PM

Thursday, February 6, 2020 > HOURS: 9:00 AM – 5:00 PM

Friday, February 7, 2020 > HOURS: 9:00 AM – 1:00 PM

BOOTHS MUST BE READY NO LATER THAN 2:00PM SHOW OPENS AT 3:00PM.

WHERE: ALBANY CAPITAL CENTER ADDRESS: 55 Eagle Street, Albany, NY 12207

- Albany Capital Center PARKING GARAGE: Eagle St. to Howard St. to Wendell St. (height restriction 6'6")
- Albany Capital Center LOADING DOCK: 54 Howard St., Albany, NY 12207. Access to loading dock must be pre-scheduled by calling Show Management (518) 454-5828 prior to Friday, January 31, 2020.
- Albany Capital Center FRONT ENTRANCE: (55 Eagle St.) – NO ACCESS or ENTRY from Eagle Street to the front of the building. You MUST go to the ACC parking garage or loading dock. Access to the loading dock must be pre-scheduled. Do not leave your vehicle unattended.

****LOADING DOCK ACCESS AND FORKLIFT REQUESTS – MUST BE SCHEDULED IN ADVANCE.****
CALL (518) 454-5828 PRIOR TO FRIDAY, JANUARY 31 TO SCHEDULE A TIME.

- The forklift will NOT be available unless pre-scheduled in advance.
- The forklift will NOT be able to lift items higher than the height restrictions of the freight elevator - See below.

2 OPTIONS TO MOVE-IN:

OPTION 1

FOR BOX TRUCKS AND BIG VEHICLES

***MUST BE PRE-SCHEDULED! CONTACT SHOW MANAGEMENT (518) 454-5828 TO BOOK YOUR MOVE-IN TIME.**

DIRECTIONS: ALBANY CAPITAL CENTER LOADING DOCK – EAGLE ST. TO 54 HOWARD ST., ALBANY, 12207

- Security guards will NOT allow any vehicle in the loading dock area without approval from Show Management. You MUST schedule a time in advance to have access to the loading dock area.
- Trucks line up on Howard Street and wait to be directed by the security guard.
- NO PARKING at the loading dock. Any vehicle left unattended more than 30 minutes will be towed owner's expense.

LOADING DOCK: The loading dock is located on the Howard Street side of the facility, adjacent to the 3rd level of the parking garage and all access to the main levels of the convention center is through the freight and service elevators. The loading dock has (3) bays. 1 POV ramp is also available.

ELEVATOR MEASUREMENTS

- **FREIGHT ELEVATOR** (*Loading Dock or Level 3 of ACC Garage*) >> 7'11" height x 21' depth and 12' doorway (width), 15,000 lb. capacity
- **SERVICE ELEVATOR** (*Loading Dock or Level 3 of ACC Garage*) >> 10' height x 8' depth and 4' x 7' doorway (width)

- **W1-ELEVATOR** (Access through ACC garage levels 1, 2, 3 and walkway level 1, 2) >> 8' height x 6' depth and 4' x 7' doorway (width). Passenger elevators and escalators are to be used by the public and should not be used for any freight or equipment movement.

OPTION 2

FOR FEW ITEMS TO DROP OFF

***NOT NECESSARY TO SCHEDULE A DATE & TIME (refer to move in hours).**

DIRECTIONS: ALBANY CAPITAL CENTER PARKING GARAGE: Eagle St. to Howard St. to Wendell St., Drive to LEVEL 3 is for drop off only, no parking at level 3, please note there is a height restriction 6'6".

- WEDNESDAY, 2/5 & THURSDAY, 2/6 – You may park for **FREE** on levels 1 and 2 of the ACC Garage.
- FRIDAY, 2/7 – You may only **drop off** at loading dock at ACC parking garage only **OR** carry everything in one trip, drive directly to the Times Union Center Parking Garage. **NO PARKING IN THE ACC GARAGE ON FRIDAY!**

****Albany Capital Center parking garage on Friday is for attendees only.****

PARKING YOUR VEHICLE ON FRIDAY, FEBRUARY 7 BEFORE AND DURING THE SHOW

***On FRIDAY, you MUST park at the Times Union Center Garage or find another parking lot.**

DIRECTIONS: TIMES UNION CENTER (TUC) PARKING GARAGE: South Pearl to Market St. OR South Pearl St. to Beaver St.

FRIDAY PRIOR TO 3:00 PM: PARKING IS \$4.00 AT THE TUC PARKING GARAGE.

- You MUST **PRINT OUT** the parking pass and give a copy to the parking attendant to receive the \$4.00 rate. Digital images not accepted.

FRIDAY AFTER 3:00 PM: PARKING IS FREE AT THE TUC PARKING GARAGE.

- You MUST **PRINT OUT** the parking pass and give a copy to the parking attendant to receive FREE parking. Digital images not accepted.

TIMES UNION CENTER PARKING GARAGE INFORMATION

- Parking pass is valid for any regular sized cars and SUVs. No cars with trailers in tow will be allowed.
- TUC Height restriction is 6'6".

DIRECTIONS: TO GET INSIDE THE ALBANY CAPITAL CENTER FROM TUC PARKING GARAGE

- Park on LEVEL 5 of the TUC or park on other levels then walk to Level 5. Take the walkway to the Albany Capital Center, look for Times Union Home Expo Signage to ACC. Once at the Albany Capital Center take the elevator to C1.

PARKING YOUR VEHICLE SATURDAY AND SUNDAY DURING SHOW HOURS IS FREE AT THE TIMES UNION CENTER PARKING GARAGE.

- You do NOT need a parking pass for the Times Union Center garage on the weekend.

MISCELLANEOUS PARKING

- If both garages are full, there are many other parking garages throughout the immediate area.
- Please go to www.parkalbany.com for more information.
- Oversized Parking - call Jamie (518) 487-2026. Albany Capital Center to make parking arrangements.

ANY VEHICLE LEFT UNATTENDED ON EAGLE, WENDELL OR HOWARD STREET WILL BE TOWED IMMEDIATELY BY ALBANY POLICE AT THE OWNER'S EXPENSE.

WE SUGGEST ALL EXHIBITORS BRING THEIR OWN CARTS AS CARTS WILL NOT BE MADE AVAILABLE FOR MOVE IN OR MOVE OUT. CARTS ARE FIRST-COME-FIRST-SERVE BASIS (If available).