



## 2026 MBA HOME SHOW MOVE-IN AND MOVE-OUT

Move-in/move-out assignment will be based on booth size and contents, floor placement, availability and time. If, after reviewing the final schedule, you would like to request a variance, please contact Pam Lohnes at [pam@mbabuilds.org](mailto:pam@mbabuilds.org).

Please note the following guidelines for Move-in/-Out:

- Entrance to the Marshalling Yard and Exhibitor Setup Parking Area is at **Gate #1 at 79<sup>th</sup> St. and Greenfield Avenue**.
- Vehicles **MAY NOT** remain in the loading area during booth set-up. There are **NO** exceptions to this rule. All vehicles must be unloaded and immediately moved. You will be able to park for FREE in the designated marshalling yard parking area during move-in.

No motorized forklifts, carts, etc. are allowed to transport product and/or booths. Anything that cannot be carried in by hand or on a non-motorized cart will be subject to drayage fees and needs to be set-up ahead of time through Wisconsin Expo (Phone (262) 670-1300 or [www.wisconsinexpo.com](http://www.wisconsinexpo.com))

- Hand carts will be available on a first-come, first-served basis.
- Trailers and large trucks may require the use of extra space. If you will be using a trailer and will require time in addition to what has been reserved for your company on the final schedule, please submit a variance request form, so enough time/space is reserved for your vehicle.

### Tool Drop-Off and Pick-Up

- All other equipment pick-up and drop-offs must be scheduled in advance with Wisconsin Expo.
- Please check in with the Marshalling Yard representative. Space is available strictly on a first-come, first-served basis.

### Miscellaneous Drop-Offs

Many exhibitors have a need to drop off brochures, accessories, fresh flowers, etc. to complete their booth. Loading docks will be open from 8:00 am – 11:00 am on Friday, January 12th. Please check in with the Marshalling Yard representative and spots will be made available on a first-come, first-serve basis.

**PLEASE NOTE** – Dock time, especially on Sunday night at the close of the show and Monday immediately following the Show, is in high demand! **We cannot guarantee anyone dock time during those times, it is on a first come basis.** If you show up before or after the scheduled times you WILL NOT be allowed access to the loading docks/ramps.