



MONONA TERRACE COMMUNITY AND CONVENTION CENTER

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

Directions for Unloading for Level One Through the West Loading Dock

Direction to Monona Terrace Move-in Location: Exhibits/materials may be unloaded at Monona Terrace's *West Loading Dock (Lake Level)*. The West 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 Broom Street. Immediately after this stoplight, turn right into the entrance of the Monona Terrace parking ramp. As you enter, stay to the far left - do not go to the parking gate. Continue in the far left lane until you reach the loading dock area. There will be a dock marshal to direct you to the exhibitor entrance.

From Highway 151 (East Washington Ave) – Traveling south on Hwy 151, turn left onto Blair Street. At the first stoplight, turn right onto Wilson Street. Continue on Wilson Street until Broom Street, turning left onto Broom Street. At the next stoplight, turn left onto John Nolen Drive. Immediately get in the far right lane. Turn right into the entrance of the Monona Terrace parking ramp. As you enter, stay to the far left - do not go to the parking gate. Continue in the far left lane until you reach the loading dock area. There will be a dock marshal to direct you to the exhibitor 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 West Loading Dock. To enter the parking ramp, follow the drive to the parking gates on your left. 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.