

## BOOTH EXHIBITORS ONLY

### EXHIBIT INSTALLATION

The installation schedule for booth exhibitors in the Progressive Insurance Baltimore Boat Show is as follows:

Tuesday, January 17	8:00 am - 5:00pm
Wednesday, January 18	8:00am - 5:00pm

**Hand Carry Only:** set-up must be completed before show opening at 9:00am on Thursday.

NMMA will not cover advanced shipments. Please send all shipments directly to the Baltimore Convention Center. The Convention WILL NOT accept advanced shipments. All shipments will be accepted starting on January 17, 2012.

**If an advanced shipment is needed, please refer to the decorator service order form.**

LABEL SHIPMENTS AS FOLLOWS:

#### **TO BALTIMORE CENTER:**

*To be received on/after January 17, 2012*

EXHIBITOR (COMPANY) NAME

SPACE NUMBER

2012 Progressive Insurance Baltimore Boat Show

C/o Baltimore Convention Center

1 West Pratt Street

*(Between Pratt & Conway Streets)*

Baltimore, MD 21201

\*\* All freight must be shipped prepaid. No collect shipments will be accepted. All shipments/materials should be documented on a straight bill-of-lading and a copy sent to Shepard Exposition Services at the above address.

**ALL exhibits should be set and operational by 9:00 am on Thursday, January 19.**

**CRATE STORAGE:** Crates and empty containers must be prepared for removal as soon as possible after unpacking. This includes affixing "EMPTY" stickers and positioning crates/cartons on the front edge of your exhibit space. "EMPTY" or "STORAGE" labels will be available at the Shepard Exposition Service Desk located in the rear of Hall D. **Do not store unused display products in empty containers.**

## **EXHIBIT REMOVAL**

**All exhibits must remain staffed and intact until the official show closing (5pm on Sunday, January 22).** At this time, aisle carpeting will be removed and the exhibit floor will be prepared for the return of empty crates. It will take approximately one (1) hour to remove all carpet from aisles—and before any vehicles will be allowed on the floor. It will take approximately three - four hours to return all empty crates to all exhibitors.

### **Upon completion of repacking....**

Exhibitors may “hand-carry” small items (without the use of hand trucks or dollies) when leaving Sunday evening, but must show their Exhibitor Pass (and/or personal identification upon request) before exiting and re-entering. All other items should be prepared for early am pick-up. We only have two days, so kindly be prepared for a quick move-out.

Exhibitors shipping exhibit materials should fill out and drop off a bill-of-lading at the Shepard Exposition Service Desk. Bills-of-lading, storage and empty labels are also available at the Shepard Exposition Service Desk.

**All exhibit materials, product and equipment must leave the building by 10:00 am on Monday, January 23.**

NMMA will “force” shipments if not removed by **10:00 am on Monday, January 23** (exhibitors will be charged for this service). The NMMA cannot take responsibility for loss/damage to shipments forced from the show floor.