

BULK & BOAT EXHIBITORS ONLY

EXHIBIT INSTALLATION

Exhibit move-in will begin on Tuesday, January 17, 2012. You will be notified by fax of your specific targeted, move-in/out dates & times by December 23, 2011. PLEASE make note of your move-in target. **Late exhibitors will be BILLED for any delays caused by their being OFF TARGET!**

INSTALLATION SCHEDULE

Tuesday, January 17	8:00 AM – 8:00 PM
Wednesday, January 18	8:00 AM – 5:00 PM

Complete the BOAT INFORMATION (**Due December 9, 2011**) form in the Service Order Form section, pages 31 and 32, to ensure that adequate time is given to your company for exhibit set-up. There are two methods by which you can ship your exhibit material and/or equipment to The Progressive Insurance Baltimore Boat Show.

1. **ADVANCE SHIPMENTS:** 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 section.

EXHIBITOR CARPET INSTALLATION

Bulk space exhibitors may have their own carpet installed provided they complete and return the EXHIBITOR CARPET INSTALLATION FORM in the Order Forms section. Carpet rolls should be clearly marked:

Attn: Shepard Exposition Services for
2012 Progressive Insurance Baltimore Boat Show.

Carpet must be in whole roll(s), not in multiple pieces. A layout indicating how carpet is to be installed in space is also required. The charge for carpet installation is due and payable with your advance order.

ALL exhibits must be set and operational by 9 AM on Thursday, January 19.

TARGETED/DIRECT SHIPMENTS

Exhibitors delivering boats or exhibit materials directly to the Baltimore Convention Center will be received and delivered to your exhibit space on your targeted move-in date & time (not before).

Send TARGETED/DIRECT shipments to:

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

The Baltimore Convention Center has no facility to receive direct shipments, which arrive before your assigned move-in date. Please do not direct shipments to arrive before this date, if necessary forward display shipments to the warehouse.

Drivers are also required to stay with their vehicles while waiting, so that they can be dispatched to the convention center on quick notice.

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 should be sent to Champion at the above address.

OVERSIZE LOADS: Specific restrictions limit the use of highways on weekends and holidays when transporting oversized loads. Be sure to secure all required permits (The State Of Maryland/City of Baltimore) for transporting oversize loads.

For assistance & information contact:

Maryland Department of Transportation
Hours: 8am – 4pm
Ask for Sharon Brundick
www.marylandroads.com

(410) 582-5734

City of Baltimore -- Transportation Department
Hours: 8am – 4pm
Ask for Pat Lokinski

(410) 396-3333

BOAT HANDLING:

Access to the Baltimore Convention Center is scheduled according to the location of your space and the movement of boat handling equipment. Move-in times are assigned in order to accommodate everyone's handling needs, to utilize manpower & equipment efficiently and, to control traffic. Exhibitors will not be charged for handling services provided that:

- ★ Exhibitor or display supervisor has returned the **BOAT INFORMATION FORM (pages 31 & 32)**, listing boat(s) and their handling needs, including extra bridge or hard top work. A layout indicating boat placement is also necessary.
DUE DECEMBER 9th
- ★ Exhibitor is on hand to supervise boat placement within the exhibit space.
- ★ Boats are accompanied by the proper weight bearing, pre-assembled trailer, cradle, dolly or stand. **Wooden blocks and jack stands (chained together to ensure stability) are recommended.**

NOTE: A \$400 per hour fee will be assessed to any exhibitor who causes a delay in schedules due to arrival past an assigned target time, double handling of boat(s) or equipment, wait-time stemming from "hard sets" onto blocks or unprepared cradle supports.

ELIMINATE DELAYS!

You can help eliminate costly delays by planning ahead.

- ★ Fax or send the Boat Information sheet with scaled booth layout and installation information with contact information to Josh Rosales (718) 707-0719, Fax (888) 649-7786.
- ★ Advance order electrical service for your exhibit prior to your boat move-in time.
- ★ Have all personnel, product and dollies/boat supports ready for placement.

Use of boat handling machinery to set boats up to 26 feet L.O.A. on blocks instead of dollies increases handling time by as much as 75%. This extra work has made it necessary for an "extra handling" charge (\$250) to be instituted at shows. Help us keep costs down by having dollies.

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 exhibit space. "EMPTY" labels will be available at the NMMA Freight Desk in the lobby. **Do not store unused display materials or products in empty containers.**

EXHIBIT REMOVAL

All exhibits must remain staffed and intact until the official show closing (5 PM on Sunday, January 22). At this time, aisle carpeting will be removed (taking approximately two hours), and the exhibit floor 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 to 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 night, but must show their Exhibitor badge (and/or personal identification) upon request before exiting.

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

All exhibit materials and equipment must leave the building by 10pm January 23rd.

Any boats, trailers, engines or any exhibit materials remaining in the building after the above date will be removed to storage at exhibitor’s expense and risk or removed from the floor and scrapped in order to clean the floor for the next exposition.