



## MOVE IN/OUT & SHIPPING

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Exhibit Installation

Exhibit Removal

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Move In Information

Truck Route

Staging & Trailer  
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# EXHIBIT INSTALLATION

## BOAT/BULK EXHIBITORS

- Complete and return the BOAT INFORMATION form By December 13.
- Targeted move in times will be assigned for boat and bulk space exhibitors on December 16.
- Exhibit move-in - Tuesday, January 21 & Wednesday, January 22
- Carpet Installation—If you do not use decorator carpet you must make sure it is laid in advance of your move in time.

## BOAT HANDLING

- Access to the Baltimore Center is scheduled according to the location of your space and the movement of boat handling equipment.
- All vehicles must check-In on Charles street (Right before Hall A roll up door).
- All vehicles must be removed immediately after unloading.
- Exhibitor must be on hand to supervise boat placement within the exhibit space.
- Boats must be accompanied by the proper weight bearing, cradle, dolly, wooden blocks, boat stands or trailer.

## IN LINE BOOTH EXHIBITORS

- Booth exhibitors will move in on Wednesday January 22, 8am-6pm
- Thursday January 23, 7am—9am is hand carry only.
- All vehicles must check-In on Charles street (Guard Shack).
- All displays must be show ready by Thursday, January 23, at 9am
- Exhibit materials directed to the advanced warehouse or center will be delivered to your booth and ready for you to begin setting up no earlier than 8AM on January 22.

## LABOR

- Teamster Union—Unload trucks or vehicles and deliver materials to and from booths. - No cost to exhibitors
- Carpenter Union—Required for install/dismantle and carpet labor for exhibit booths - Located in Decorator forms.
- Electrical Union—Handle all electrical work inside exhibit booths. - Located in Edlen order forms

