



## MOVE IN/OUT & SHIPPING

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Exhibit Installation

Exhibit Removal

Freight Shipping  
Procedures

Move In Information

Truck Route

Staging & Trailer  
Storage

# EXHIBIT REMOVAL

## ALL EXHIBITS

- All In-Line Booths must be removed on Sunday, January, 26.
- If you have a truck picking up a boat you will be allowed in but must exit the building as soon as boat is loaded.
- All vehicles must check-In on Charles Street Prior to Door A.
- All Boat/Bulk exhibitors must be removed by 5pm on Monday, January 27.
- Exhibitors will receive a move out schedule. NMMA will “force” shipments at the cost of the exhibitor if not removed by 5pm.



## SUNDAY EVENING PROCEDURES

- All exhibits must remain staffed and intact until the official show closing (5pm Sunday January 26).
- At this time carpeting will be removed and empty crates will be returned to exhibit spaces.
- Exhibitors may “hand carry” small items when leaving Sunday night, and must show exhibitor credentials upon request before exiting.
- Exhibitors are not allowed to hand carry or use carts and exit through the front entrances of the building.



## OUTBOUND SHIPPING

- Exhibitors shipping exhibit materials should fill out and drop off a bill-of-lading at the Demers Service Desk. Bills-of-lading, storage and empty labels are also available at the Demers Service Desk.
- Empty stickers and storage stickers are also available at this location.
- All exhibitor freight materials and equipment should leave the building by 5pm on Monday, January 27 NMMA will “force” shipments at the cost of the exhibitor if not removed by then.