

EXHIBIT INSTALLATION & REMOVAL INFORMATION

Exhibit move-in will begin on Monday, February 6, 2012. You will be notified by mail of your specific move-in times by January 13th.

INSTALLATION SCHEDULE

Monday, February 6	Boat Exhibits
Tuesday, February 7	Boat / Booth Exhibits
Wednesday, February 8	Booth Exhibits (Until 12 PM)

SHIPPING INSTRUCTIONS

There are two methods by which you can ship your exhibit materials and/or equipment to the St. Louis Boat & Sportshow.

- 1) ADVANCED SHIPMENTS: You may pre-ship your exhibit materials and/or equipment to the ABF Warehouse (address below) where it will be stored at **NO CHARGE**. Advanced shipments must be received by February 1, 2012

Name of Exhibitor & Booth #

ABF Advance Warehouse

8630 Hall Street

St. Louis, MO 63147

Event: Progressive Insurance St. Louis Boat & Sportshow – February 8-12, 2012

- 2) TARGETED/DIRECT SHIPMENTS: Deliveries shipped and not received by February 1, 2012 should be sent directly to the America's Center. Shipments at the America's Center **will not be accepted until Monday, February 6, 2012**. Show Management will store materials at **NO CHARGE** provided the exhibitor's freight is received at show site on their assigned date and time.

Send TARGETED/DIRECT shipments to:

Name of Exhibitor & Booth #

America's Center/Edward Jones Dome

701 Convention Plaza

St. Louis, MO 63101

Event: Progressive Insurance St. Louis Boat & Sportshow

BE SURE YOUR BOOTH NUMBER AND COMPANY NAME APPEAR ON THE OUTSIDE OF EACH PIECE.

PLEASE NOTE: Direct shipments to America's Center will not be accepted until Monday, February 6th, 2012 during exhibitor installation times only. Please plan accordingly. All outbound shipping paperwork, including bills of lading and shipping labels, will be available in the Show Office, Room 145.

IMPORTANT MOVE-IN INFORMATION FOR BOOTH & BULK EXHIBITORS

BOOTH EXHIBITORS please note the following about your move-in. All booth exhibitors will be emailed a move-in letter stating which day your exhibit is to move-in. Please be courteous to other exhibitors by moving in on time.

BOOTH MOVE-IN

Booth exhibitors will begin move-in on Tuesday, February 7th. All booth exhibits must be installed by 12 PM on Wednesday, February 8th, unless otherwise instructed in your move-in letter.

PROVIDED YOUR SCHEDULED MOVE-IN TIME IS MET, the Progressive Insurance St. Louis Boat & Sportshow will pay for the unloading of your delivery vehicle, moving of exhibit materials to your assigned space, removing and storing your crates, returning your crates following the show, moving exhibit materials back to your vehicle and loading your vehicle.

TEAMSTER JURISDICTION

America's Center honors the jurisdiction of the local trade unions, including the International Brotherhood of Teamsters. The Teamster jurisdiction allows individually hand carried items only and will not permit exhibitors' use of dollies, hand trucks or pushcarts. Because you are exhibiting in the Progressive Insurance St. Louis Boat & Sportshow, NMMA Boat Shows will pickup all the Teamster labor charges for these services. Show Management and the Teamsters are there for your service and convenience. Upon your arrival, NMMA Boat Show staff will direct you to the best area for the quickest unloading and loading during the move-in and move-out. If you have any questions about this service while you are on show site, please come to the Show Office in Room 145.

ALL EMPTY CRATES AND CARTONS WILL BE REMOVED FROM THE EXHIBIT FLOOR BY 2 PM ON WEDNESDAY, FEBRUARY 9th.

CRATES: Crates, when emptied, should be "nested" and placed in front of your exhibit. Your crates will be stored for the duration of the show if "EMPTY" label stickers are attached. Labels will be available at the Show Office. Cardboard cartons will not be accepted for storage unless they are knocked down flat, securely tied into bundles and properly labeled. No skids will be accepted for storage unless securely tied and labeled. DO NOT STORE UNDISPLAYED PRODUCT IN EMPTY CRATES. See security suggestions.

BOOTH SIGN REGULATIONS

1. Booth exhibitors will be provided with a 7" x 44" company identification sign at no additional charge.
2. No signs may be suspended from the ceiling in booth exhibits.
3. PENNANTS, QUARTZ LIGHTS, AND FLASHING SIGNS OR LIGHTS ARE NOT PERMITTED IN THE SHOW.

REMOVAL OF BOOTH EXHIBITS

All exhibits must remain staffed and intact until the 5 pm closing on Sunday, February 12th. Exhibitors may individually hand carry items out on Sunday night after the break. An exhibitor badge must be present to remove items from the building. Exhibitors shipping displays must complete a bill of lading available at the George Fern Desk or the Show Office in Room 145. The entire building must be vacant by 4:00 pm on Monday, February 13th.

BOAT/BULK EXHIBITORS please note the following about your move-in. All boat/bulk exhibitors will be emailed a move-in letter stating your move-in day and specific time.

BOAT MOVE-IN

Due to limited move-in and move-out time available, boats must remain on wheels (i.e., boat trailers, dollies) whenever possible.

If your boats need to be unloaded for display purposes, make sure that you indicate this on the **CRANE & FORKLIFT SCHEDULING FORM** in the NMMA ORDER FORM section of the website.

UNLOADING OF BOATS & TRAILERS

You will not be charged for unloading or reloading of your boats provided that:

- 1) Each boat weighing 250 pounds or more is displayed on wheels (i.e., boat trailers, dollies, cradles). Exceptions are made for large boats that are displayed on wooden blocks or cradles. All exceptions must be discussed with show management at (312) 946-6279.
- 2) Driver is available to drive his vehicle(s) to the America's Center when Show Management is ready to unload or reload.

Stacked trailers delivered by exhibitors will be unstacked during the move-in and restacked during the move-out at no charge provided the other provisions are met. Spotting of trailers, such as angling, stacking and unstacking during move-in and move-out is not provided by Show Management and cost for these services will be at the exhibitor's expense. Trailer companies must provide banding.

Late arrivals will be unloaded and reloaded after those checking in on schedule have unloaded with the late exhibitor liable for all handling charges incurred.

CARPET

INSTALLATION:

IF YOU ARE NOT PLANNING TO DISPLAY YOUR BOATS ON WHEELS, YOUR CARPET MUST BE INSTALLED IN ADVANCE. PLEASE CALL SHOW MANAGEMENT AT (312) 946-6279 TO DISCUSS YOUR CARPET INSTALLATION SCHEDULE. **Exhibitors are responsible for the removal of carpet tape after the show. Any charges related to tape damage or adhesive on the floor will be the exhibitor's responsibility.**

BOAT MOVE-OUT:

Boat exhibitors planning to sell their boats before leaving must be prepared to remove the boats with the same equipment and/or manpower as delivered, as time will not warrant loading and picking up one or two at a time. If boats are to be removed on single trailers, the exhibitor will be responsible for having enough trailers for the entire group of boats to be loaded at one time.

REMOVAL DEADLINE:

Any boats, trailers, engines or motors or other materials remaining in the building after 4:30 pm on Monday, February 13th will be removed in order to clean the floor for the next exposition.

BULK SIGN REGULATIONS

- 1.) No signs suspended from the ceiling or columns. * Per Exhibitor Show Committee amendment, hanging signs are allowed for exhibits in the Annex and under the low ceiling area along the east wall of Halls 1 & 2. No lighter than air "blimps" will be allowed.
- 2.) 10% of gross contracted exhibit square footage will be allowed for surface signage. The back of one-sided signs will be attractively finished if visible.
- 3.) The largest individual sign surface will be 64 sq. ft. including framework per side.
- 4.) Any sign with open space directly below it must be at least 10' from floor to bottom of framework.
- 5.) Maximum height from floor to top of sign will be 30'.
- 6.) Logoed skirting of steps, trailers, tables, etc. is excluded from your 10' sign allocation
- 7.) Minimum sign allocation will be a 64sq. ft. two sided sign but is not mandatory.

ADDITIONAL RULES FOR SPACES THAT CONTAIN COLUMNS

There are several spaces in halls 1 – 5 that contain columns. In order to utilize these columns for signage, the following will apply.

A.) Signage, banners, pennants, etc. may not be hung from the column or the beam work supporting the column. Any signage, banners, pennants, etc. must be displayed off the column from framework that surrounds the column. The framework needs to be freestanding.

B.) Any signage, banners, pennants, etc. hung from this framework must be included in the 10% formula of overall gross contracted exhibit sq. ft.

Note: Columns in Halls 1 & 2 measure 4'6" X 4'6"
Columns in Halls 3 – 5 measure 4' X 4'