

# EXHIBIT INSTALLATION & REMOVAL INFORMATION

## INSTALLATION SCHEDULE

You will be notified by mail of your specific move-in date and time by January 11, 2019.

## SHIPPING INSTRUCTIONS

TARGETED/DIRECT SHIPMENTS: Shipments at the America's Center **will not be accepted until Tuesday, February 5.** 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 & 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 Tuesday, February 5 during exhibitor installation times only. There is no advance warehouse storage available for the show at this time. Please plan accordingly. All outbound shipping paperwork, including bills of lading and shipping labels, will be available in the Show Office, Room 116.

# 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 Wednesday, February 6. All booth exhibits must be installed by 12 PM on Thursday, February 7 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 116.

## ALL EMPTY CRATES AND CARTONS WILL BE REMOVED FROM THE EXHIBIT FLOOR BY 12 PM ON THURSDAY, FEBRUARY 7.

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 10<sup>th</sup>. 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 116. The entire building must be vacant by 2:00 pm on Monday, February 11<sup>th</sup>.

**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 **BOAT INFORMATION 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 2:00 pm on Monday, February 11 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 Advisory 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.
- 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. Show Management reserves the right to remove signs deemed unattractive.
- 3.) All signs must be completely within contracted space and may not infringe upon or block neighboring exhibitors. Show Management reserves the right to remove any sign that is blocking views of neighboring exhibitors.
- 4.) Blimps/Balloons are permitted. All blimps and/or balloons must be completely within contracted space and must be no lower than 20' and no higher than 30'. Blimps/balloons must be refreshed daily. Show Management reserves the right to have deflated or unattractive blimps/balloons removed. All filler content must comply with rules of the building. All blimps/balloons must be included in the 10% formula of overall gross contracted exhibit sq. ft. Blimps/balloons must be no larger than 64 sq. ft., any exceptions must be pre-approved by show management.
- 5.) Gobo/Projected fixed signs will be permitted. All projections must be within the contracted exhibit space and may not infringe on neighboring exhibitors. Exhibit space contracted on the outer perimeter of the building may project on wall adjacent to contracted space. All fixed projected images must be included in the 10% formula of overall gross contracted exhibit sq. ft.
- 6.) Maximum height from floor to top of sign will be 30'. Show Management reserves the right to remove any sign that creates a safety hazard or concern.
- 7.) Drones may be used only during non-show hours. The owner/operator of the drone will be held responsible for any damaged caused by a drone.
- 8.) Bulk space exhibitors occupying less than 1,600 sq. ft. and located in the proximity to the booth area of the show must adhere to booth sign regulations.

### 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/blimps, etc. may not be hung from columns or beam work supporting the columns. Freestanding signs and Gobo projections are permitted around columns provided they fall completely within the contracted space.

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'