



EXHIBIT INSTALLATION

BOAT/BULK EXHIBITORS

- Complete and return the BOAT INFORMATION form By December 14.
- Targeted move in times will be assigned for boat and bulk space exhibitors on December 17.
- Exhibit move-in - Tuesday, January 22 & Wednesday, January 23
- 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 23, 8am-6pm
- Thursday January 24, 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 24, 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 23.

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



MOVE IN/OUT & SHIPPING

Exhibit Installation

Exhibit Removal

Freight Shipping
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Staging & Trailer
Storage



EXHIBIT REMOVAL

ALL EXHIBITS

- All In-Line Booths must be removed on Sunday, January, 27.
- 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 28.
- Exhibitors will receive a move out schedule. NMMA will “force” shipments at the cost of the exhibitor if not removed by 5pm.



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SUNDAY EVENING PROCEDURES

- All exhibits must remain staffed and intact until the official show closing (5pm Sunday January 27).
- 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 28 NMMA will “force” shipments at the cost of the exhibitor if not removed by then.



FREIGHT SHIPPING PROCEDURES

EXHIBITOR SHIPPING

TO ADVANCED WAREHOUSE CENTER:

*To be received from December 26, 2018
to January 22, 2019*

YRC Freight

Baltimore boat show

c/o Demers Expo

Exhibitor name booth #

7600 Preston Dr.

Landover, MD 20785

TO BALTIMORE CENTER:

To be received on/after January 22, 2019

EXHIBITOR (COMPANY) NAME

SPACE NUMBER

Baltimore Boat Show

C/o Baltimore Convention Center

1 West Pratt Street

(Between Pratt & Conway Streets)

Baltimore, MD 21201

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SHIPPING PROCEDURES

- Review the Material Handling Services Limits of Liability & Responsibility.
- Before leaving your office obtain a copy of the Original Bill of Lading which indicates piece count, weight, origin and consignee.
- Be sure to get pro numbers which enable a carrier to trace your shipment(s).
- Upon arrival at your exhibit, compare your shipping information with the freight in your space.
- Report any missing freight or damage to the Freight Desk at the Registration Tent immediately.
- A report will be written and we will notify the carrier.
- Empty labels must be affixed to all empty crates/cartons for storage during the show to assure correct delivery at the close of the event.



OUTBOUND SHIPPING

- Be sure to properly label all materials for shipping, prepare a bill of lading and contact your carrier.
- Please leave a copy of the bill of lading at the Demers service desk to ensure packages are picked up properly.
- Extra bills are available at the desk and our freight manager can assist you with outbound shipments.



MOVE IN INFORMATION

ALL EXHIBITORS

- All vehicles must check-in Charles Street prior to A Door at least 30 minutes prior to the scheduled time.
- Exhibitors will be issued Move in cards that will allow access into the building. No exceptions
- It is recommended if you are staging you have the company name, drivers name, drivers cell phone number on a piece of paper visible on the dash to identify your company.
- ALL exhibits must be set and operational by 9am on Thursday, January 24.



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BOAT/BULK MOVE IN PROCEDURES

- Bulk / Boat Exhibitor Installation: All Bulk/Boat Exhibitors have a scheduled time
Tuesday, Jan. 22 7am – 6pm
Wednesday, Jan. 23 8am – 6pm
- Boat/Bulk exhibits will be given a scheduled time to come in to the building
- Travel Restrictions: Specific restrictions limit the use of highways on weekends and holidays when transporting oversized loads. Please be sure to secure all required permits. For permit(s) and/or route information, contact the MD Dept. of Transportation at 410-582-5734. Be sure to confirm highway access/routing when applying for wide-load or oversized-load permits. For exhibitors crossing the Bay Bridge Westbound or coming from Kent Island, Stevensville, Grasonville and outlying areas, you can call MD State Highway Administration, District # 5 at 800 331-5603; from Salisbury, call District #1 at (800)825-4742.



BOOTH MOVE IN PROCEDURES

- Booth Exhibitor Installation Dates: Booths 2 - 810
Wednesday, Jan 23, 8am – 6pm
Thursday, Jan 24, 7am - 9am - Hand Carry Only
- On Site Shipments—It is critical that your carrier is scheduled to arrive on your move-in date and time.
- Advanced Shipments—Check Freight Shipping Procedures page for more information.



TRUCK INFORMATION

Address:

The Baltimore Convention Center
One West Pratt Street
Baltimore, Maryland 21201



Charles Street Loading Dock

Access to the Baltimore Convention Center Loading Dock Area (for move-in and move-out of events) is located off of Pratt Street and traveling through the Center's Pratt Street service drive.

Continue on the service drive which veers to the right and places you on Charles Street. The Entrance to the loading dock area will be on the right (located between the Center and Sheraton Hotel) at the security gate.

Some exhibitors may need to come in through A Door. Please make sure to stop prior to the ramp on Charles street.

Door Measurements:

A Door— 14' High / 23' 6" Wide	F Door—13' 6" High / 15' 11" Wide
D Door—14' 11" High / 15' Wide	G Door— 13' 11" High / 19' 10" Wide
E Door—13'11" High / 17' 9" Wide	Charles Street Lobby Roll up door—16' High



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CAMDEN YARDS—BOAT STAGING



1/4 of Lot C - FOR BOAT STAGING ONLY

Address: 333 W Camden St, Baltimore, MD 21201

Lot C Staging Availability:

Move in:	Monday, January 21, Beginning at 12:01am Tuesday, January 22, Wednesday, January 23, Ending at 8:00pm
Move Out:	Sunday, January 27, Beginning at 6pm Monday, January 28, Ending at 8pm

EMPTY TRAILERS CANNOT BE LEFT IN CAMDEN YARDS

For trailer parking use: **B & O Railroad Museum, Parking Lot**

There are no Exhibitor Parking Passes

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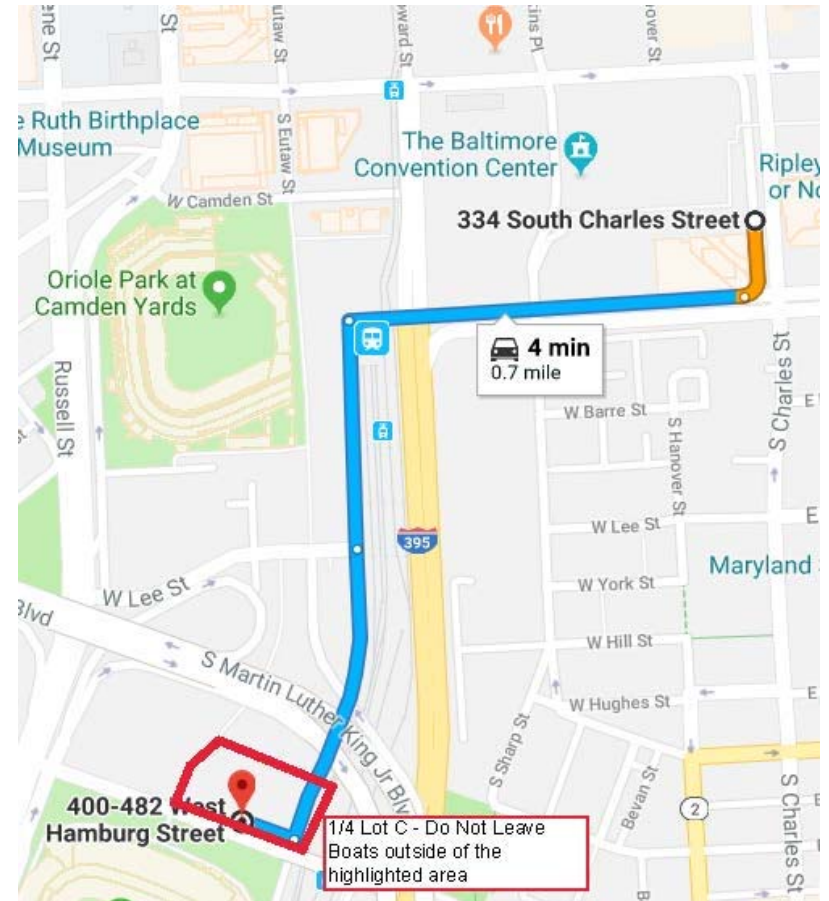
Directions to Camden Yards Lot C:

Make a right on S. Charles Street
Take Charles Street E. Conway.
Make left on E. Conway Street. Go straight past Howard St.
Make Left and Go straight to Enter Lot C.

ALL BOATS TO BE STAGED ON THE SOUTHERN
PART OF LOT C ONLY

Directions to Convention Center:

Head North out of Lot C. Go straight.
Make left on South Howard St. and Go Straight.
Make right on W. Pratt St. and Go Straight.
Make right on S. Charles St. and go straight.
Stop at A door Check point to check in



B&O RAILROAD MUSEUM - TRAILER STORAGE



B & O Railroad Museum, Parking Lot - FOR TRAILER STORAGE ONLY

1100 James St, Baltimore, MD 21223 (Entrance on S. Arlington Avenue)

Security will be provided during the hours listed below.

The parking lot will then remain locked until 4pm, Sunday, January 27.

For security reasons, No access to the trailers will be available during the show days

Please use the parking lines in the lot in order to keep all trailers lined up and for easy access once move out begins.

1 parking space can hold 2 trailers.

Trailer Parking Availability:
Tuesday, January 22, 8am-8pm
Wednesday, January 23, 8am—5pm
Sunday, January 27, 4pm—8pm
Monday, January 28, 6:30am—4pm

MOVE IN/OUT & SHIPPING

ALL VEHICLES MUST EXIT RIGHT THROUGH THE LOADING DOCK TUNNEL

Directions to B&O:

Make a left on S. Charles Street
Take Charles Street North to W. Lombard Street.
Make left on W. Lombard Street. Go straight to S. Arlington Ave.
Make Left on S. Arlington Ave. Go straight.
Make the first right after the train tracks into the parking lot.

Directions to Convention Center:

Make left on S. Arlington Ave. Go straight.
Maker right on W. Pratt St. Go straight.
Make right on S. Charles St.
Stop at A door Check point to check in

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