



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
Procedures

Move In Information

Truck Route

Staging & Trailer
Storage