



# EXHIBIT INSTALLATION

## IN-WATER AND LAND SPACE EXHIBITORS

- Complete and return the BOAT INFORMATION form by July 21.
- Targeted move-in times will be assigned for boat and bulk space exhibitors on August 12.
- Pilings - Please let us know if you need any pilings pulled before July 21.
- Boat cleaning for land exhibitors should be completed by 12pm Wednesday, September 20. All cleaning should be completed by 9am on show days. Keep in mind that drainage can be an issue so be conservative with water usage.

## IN-WATER EXHIBITORS

- All boats must have ample fenders, electrical cable/extensions and securing dock lines.
- All boats must have operable bilge pumps.
- Docks must be kept clear at all times. Specific requests for exceptions must be submitted in writing to Show Management. Signs, banners or other display materials cannot “bridge” dock unless exhibit is located at the end of a pier, and occupies both sides.
- Security watch: For your protection, exhibitors should assign personnel who will be responsible for your boats/exhibit; and who can be contacted should problems arise during non-show hours.
- A “live aboard” pass is necessary if personnel must stay onboard overnight. Personnel must stay on their boat and not roam the grounds after show hours. Passes are available in page or the Registration Tent at the East Gate during show hours.

## BOAT HANDLING

- Boats being handled must arrive according to our targeted schedule. Exhibitors must inform us of boats which require launching, unloading, setting bridges, etc. on the Boat Information form. Exhibitors will be notified of their target date and time by August 12th.
- All handling work will be performed by the Norwalk Cove Marina. The cost of unloading, loading, launching and hauling is included in space rental costs. Exhibitors will be billed for extra service or unusual handling of boats and/or equipment or because of off target arrivals. Any other work will be billed directly by Norwalk Cove Marina.
- Boats will not be handled without an on-site, exhibiting company supervisor to position boats within the display.

## BOOTH EXHIBITORS

- Booth exhibitors in tents may begin moving into their spaces on Tuesday, September 19.
- All displays must be “show ready” by Wednesday, September 20, at 5:00 pm.

## LABOR

- Additional shore, dockside labor and specialty work can be provided by Norwalk Cove Marina.
- Labor can be ordered from Demers Exhibition Services or at the Demers Service Desk located in the Seminar Hall.



## MOVE IN/OUT & SHIPPING

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Exhibit Installation

Exhibit Removal

Freight Shipping  
Procedures

Shipping Labels

Move In Schedules

Truck Route