



# EXHIBIT INSTALLATION

## IN-WATER AND LAND SPACE EXHIBITORS

- Complete and return the BOAT INFORMATION form by August 10.
- Targeted move-in times will be assigned for boat and bulk space exhibitors on August 17.
- Pilings - Please let us know if you need any pilings pulled before July 27.
- Boat cleaning for land exhibitors should be completed by 12pm Wednesday, September 19. 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 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 13th.
- 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 18.
- All displays must be “show ready” by Wednesday, September 19, at 6:00 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



# EXHIBIT REMOVAL

## ALL EXHIBITS

- All tent exhibits must be removed by Noon on September 24.
- All land exhibits must be removed by Noon on September 25.
- In-water exhibitors may depart after 5pm on September 23 as soon as the docks are cleared of visitors.

## SUNDAY EVENING PROCEDURES

- All exhibits must remain staffed and intact until the official show closing at 5pm on September 23.
- Vehicles are not allowed within the gates until empty crates have been delivered to each exhibit. It will take approximately one hour to deliver all empties to all exhibitors.
- All vehicles must enter through the East Gate and leave through the West Gate.
- Vehicles may line up along Beach Road to receive their move-out cards
- Hand carried items may leave the grounds at 5pm on September 23: You must wear your exhibitor pass to carry items out.



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## IN WATER EXHIBITORS

- The inner bridges will be disconnected September 23, 5:30pm.
- All boats on these bridges must move to facilitate bridge removal.
- All In-Water boats must be removed by noon on September 25.
- Please contact Val, Dock Master at 203-838-2326 x 333 to make arrangements to stay later.

## OUTBOUND SHIPPING

- Please leave a copy of the bill of lading in the show office to ensure packages are picked up properly.
- Be sure to properly label all materials for shipping, prepare a bill of lading and contact your carrier.
- Extra bills are available at the show office.



# FREIGHT SHIPPING PROCEDURES

## EXHIBITOR SHIPPING

- Advance Freight Shipments must be consigned prepaid, and can be received at the Norwalk Cove Marina beginning **August 20**.
- Freight shipments will not be accepted on weekends. Each carton, crate, etc. should be addressed as follows:

### COMPANY NAME, SPACE NUMBER

Norwalk Boat Show  
C/O Norwalk Cove Marina  
48 Calf Pasture Beach Road  
East Norwalk, CT 06855

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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

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

Please print this label on a color printer if possible

<b>D</b>	<b>DIRECT SHIPMENT</b>
	<b>EXHIBITION FREIGHT</b>



TO: \_\_\_\_\_

Full Exhibiting Company Name at Show

**Norwalk Boat Show**

Name of Exhibition 0830600597

BOOTH NUMBER

**C/O Norwalk Cove Marina  
48 Calf Pasture Beach Road  
East Norwalk, CT 06855**

**Shipment Should Arrive on or Between:**

**Monday, Aug 20, 2018 after 8:00 AM - Wednesday, Sept 19, 2018 by 4:00 PM**

Carrier \_\_\_\_\_  
Number \_\_\_\_\_ of \_\_\_\_\_ pieces

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# MOVE IN SCHEDULES

[CLICK HERE FOR LAND MOVE IN SCHEDULE](#)

[CLICK HERE FOR IN WATER MOVE IN SCHEDULE](#)

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### Water Move in Procedure

- Each Boat has a specific move-in time— Boats should arrive according to our targeted schedule.
- THE A-B & B-C OUTER BRIDGE WILL BE CLOSED SEPTEMBER 19 BY 10AM
- Please give your captains the slip assignments for your boats as well as the layout for the marina [click here](#)
- Monitor VHF channel 72- ask for “Norwalk Boat Show” NOT Norwalk Cove Marina
- The height of the docks is 33” high from the water line.
- The main dock is 10’ wide and fingers are 4’ wide.
- Please keep in mind that the tide fluctuation is 6-8 feet and 7-11 feet with a full moon
- Please contact the United States Coast Guard 718-354-4191 for updates on NY Waterway & East River restrictions.

### Booth Move in Procedures

- In-Line Booths (Large Tents) Can move in September 17-19 from 8am-4pm. All others will have a scheduled time.
- All Exhibitors and shipments must check-in and obtain a move-in card on Calf Pasture Beach Road during these days.
- Forklift assistance will be available at a first come first serve if needed.
- Advanced shipments will be delivered to your space at the start of move in and when they arrive.

### Land Boat/Bulk Move in Procedures

Boats must arrive according to our targeted schedule. The Norwalk Cove Marina will perform all handling work. Exhibitors will not be charged for unloading of boats provided that:

- Exhibitor has returned the BOAT INFORMATION form (including display diagram) listing boats and their handling needs.
- Exhibitor has arrived at the Norwalk Cove Marina 30 minutes prior to their target time. Boats not ready for handling at their scheduled time or boats arriving without a reservation will be handled “as able”-- at a time that will not interfere with the handling schedule.
- Exhibitor/Supervisor is on hand to supervise placement of boats within his/her display. Exhibitors will be charged for double handling.
- Drivers should be prepared to leave immediately after unloading trailers or trucks.



# MAP & TRUCK ROUTE

## Norwalk Cove Marina

48 Calf Pasture Beach Road  
Norwalk, CT 06855

Norwalk, CT | N 41° 05.180' / W 073° 23.915'

[CLICK HERE FOR DIRECTIONS](#)

## MOVE IN/OUT & SHIPPING

Exhibit Installation

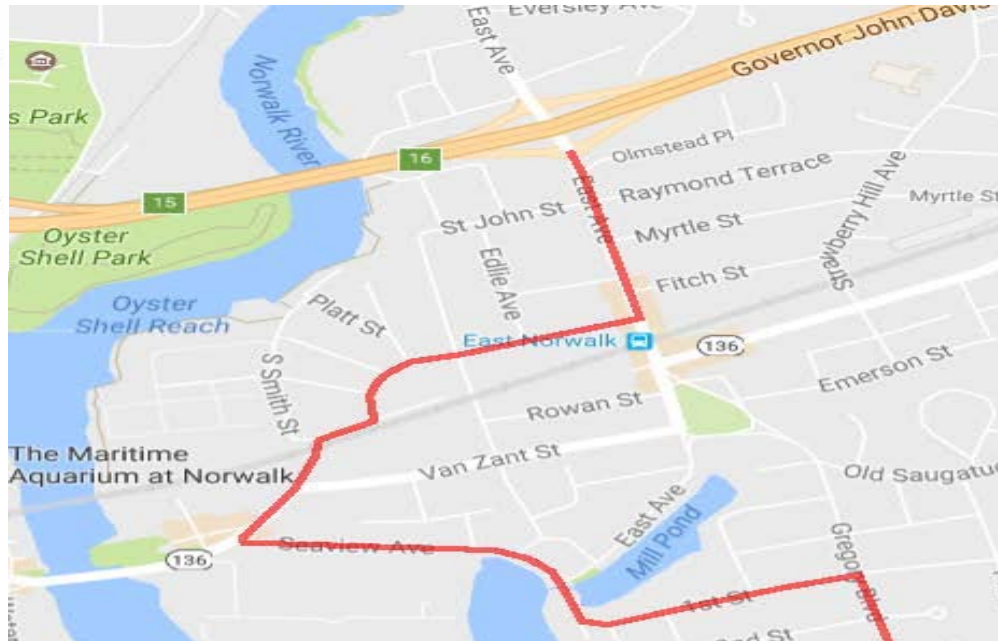
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### TRUCK ROUTE - EXIT 16 I-95 TO NORWALK COVE MARINA

- Exit onto East Avenue (Southbound) from I-95  
Proceed approximately three blocks to **Fort Point Street**.
- **Turn right** and Follow Fort Point Street down and around to the rail-road overpass (14'3" clearance).  
Under overpass come to Sea View Avenue.
- **Make wide left onto Sea View Avenue** and Follow Sea View Avenue around Veteran's Memorial Park, onto **First Street** and to Gregory Boulevard
- **Turn Right on Gregory Boulevard** and proceed to Fifth Street.
- **Turn Right on Fifth Street.**
- **Make a sharp left, then a quick right (in front of the tennis courts) onto Calf Pasture Beach Road.**
- Proceed down Calf Pasture Beach Road to end.
- **Norwalk Cove Marina is on your right**, just before the entrance to Calf Pasture Beach Park.

