

# EXHIBIT INSTALLATION—IN LINE BOOTHS

## INSTALLATION SCHEDULE

Monday, February 25: 8:00am- 5:00pm

Tuesday, February 26: 8:00am- 5:00pm

- The installation schedule for booth exhibitors in the show can be found on the Booth Move In Schedule Page.
- Wednesday Feb 27 from 8am-9am is Hand carry move-in only. Loading docks and doors are not available on Feb 27.
- Exhibit materials directed to the warehouse will be delivered to your booth and ready for you to begin setting up no earlier than 8AM on February 25.
- All Exhibits must be carpeted regardless of size or location.
- Exhibitors can bring their own carpet, however labor to install/remove carpet must be performed by VISTA Convention Services.
- Carpet may be ordered through VISTA Convention Services which includes labor to install/remove carpet. Vista Installation Rules – Exhibitors in a space up to 400 net square feet can install/dismantle their display without requiring the assistance from union labor as long as the work can be accomplished by full-time employees. This includes but not limited to carpet installation.
- Booth Exhibitors can check in directly with Show Staff on the loading docks located behind the Convention Center.
- Enter the Center via Bacharach Blvd. at the Ohio Ave entrance (Northwest side of the building).
- All exhibits must be set and operational by 10:00 am on Wednesday, February 27.

## LABOR

- **Teamster Union**—Unload trucks or vehicles and deliver materials to and from booths. - Covered by NMMA
- **Carpenter Union**—Required for install/dismantle and carpet labor for exhibit booths - Order forms are in Freeman order forms.
- **Electrical Union**—Handle all electrical work inside exhibit booths. - Order forms are in AC Center order forms
- For more information on Union Jurisdictions, please see the Exhibitor Rights in the Vista Order forms.

## The NMMA will provide the following Booth Package

- 8' high back drape - silver/white
- (1) 6' white draped table
- (2) side chairs
- 36" high draped side rails - silver
- (1) 7" x 44" ID Sign
- drayage/30 days warehousing



## MOVE IN/OUT & SHIPPING

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Exhibit Installation  
Bulk / Boat

Exhibit Installation  
In Line Booths

Booth Floor Plan

Exhibit Removal

Freight Shipping  
Procedures

Staging Map

Move In Information

Truck Information

Truck Directions