



## MOVE IN/OUT & SHIPPING

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# EXHIBIT REMOVAL

## ALL EXHIBITS

- All In-Line Booths must be packed, loaded and removed on Sunday, January, 27.
- All Boat/Bulk exhibitors must be removed by 10PM on Monday, January 28. Exhibitors will receive a move out schedule .
- Due to heighten security vehicles are not permitted into the Javits Center. 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.
- **Vehicles picking up staging or stands are not be permitted in the building.**  
Vehicle will be loaded at the docks. Labor will be there to assist in getting all items from exhibit spaces.  
(There is no cost for this service) Please plan accordingly for these regulations.
- All vehicles must check-In on 12th avenue approximately 1 block north of 34th street.



## SUNDAY EVENING PROCEDURES

- All exhibits must remain staffed and intact until the official show closing (6PM 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 loading docks and down the ramps.



## OUTBOUND SHIPPING

- Exhibitors shipping materials should fill out and drop off a Bill of Lading form at the Freight Desk in the Lobby.
- Empty stickers and storage stickers are available at the Freight desk.
- All exhibitor freight materials should be removed from the building by 10pm on Monday, January 28. NMMA will “force” shipments at the cost of the exhibitor if not removed by then.