



EXHIBIT INSTALLATION - BOAT / BULK SPACE

BOAT AND BULK EXHIBITORS

INSTALLATION SCHEDULE

Tuesday, February 5	6AM – 6PM	Wednesday, February 6	7AM – 6PM
Thursday, February 7	7AM – 6PM	Friday, February 8	7AM – 6PM

- Exhibit move-in will begin on Tuesday, February 5.
- **Complete and return the BOAT INFORMATION form By December 17.**
- Targeted move-in times will be assigned for boat and bulk space exhibitors on January 7.
- **MOVE IN / OUT BADGES**—These badges will continue to be the stick on badges we have used in the past. Everyone participating in the move-in and the move-out must be wearing a badge. These badges will be mailed a few weeks prior to the start of the move-in. To order more Move in badges, Contact Monica Puentes: 646-370-3660 or mpuentes@nmma.org



MOVE IN/OUT & SHIPPING

Exhibit Install Pg. 1

Exhibit Install Pg. 2

Exhibit Removal

Brownell Systems

Freight Shipping
Procedures

Move In Information

Staging

TRUCK MARSHAL YARD

There is no overnight parking allowed at anytime.

- All vehicles dropping off or picking up at the Boston Convention and Exhibition Center loading dock need to report to the marshaling area. Yard is located directly across from loading dock entrance.

MOVE IN REQUIREMENTS

- **Carpet Installation**—If you are not using Freeman Exposition to install/remove your carpet you must abide by the carpet installation times located on the move-in schedule. **ALL CARPET MUST BE LAID IN ADVANCE OF YOUR MOVE IN TIME.**
- Shrink wrapping materials must be bundled compactly for removal by the cleaners to the recycling bins.
- All hand-carried items must be brought in through the loading docks; no other doors are to be used.

BOAT HANDLING

- Exhibitors must inform us of boats which require handling, unloading, setting bridges, etc. on the Boat Information form. Boats to be handled must arrive according to our targeted schedule.
- All fuel tanks must be less than 1/8th of a tank and free of vapors. All tanks will be subjected to Fire Marshall inspection.
- The only vehicles allowed to drive into the hall are those vehicles towing boats. All other vehicles must unload at one of the loading docks.
- There is absolutely no tying off or use of the poles, beams or any building supports to unload boats.
- All boats must be accompanied by proper stands, blocks, dollies or trailers.
- **EMERGENCY SITUATIONS** - While at the show, the BCEC security will handle all emergency situations. Dial 2222 on a house phone or alert a security person. **DO NOT CALL 911.**