

## BOOTH EXHIBITORS ONLY (80 sq. ft. – 599 sq. ft.)

The NMMA will provide the Following Booth Package:

- 8' high back drape- blue/white
- 36" high draped side raises- blue
- Drayage/ 30 Day Warehousing
- (1) 6' white draped table
- (2) Side Chairs

*The above is per contracted space not 10' x 10' area.*

### INSTALLATION SCHEDULE

Monday, January 31:	8:00am- 5:00pm
Tuesday, February 1:	8:00am- 5:00pm

Additional equipment, furnishing and labor are available through Vista Convention Services at published rates.

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 10'x10', 10'x20' in-line booths and 20'x20' island booths can install/dismantle their display without requiring the assistance from union labor. This includes but not limited to carpet installation.**

### **EXHIBIT INSTALLATION**

The installation schedule for booth exhibitors in the Atlantic City International Power Boat Show can be found on the next page: All in-line booths will be moved in on Monday and Tuesday January 31 – February 1 from 8am-5pm. **Any exhibitors wishing to unload Wednesday, February 2 will not be permitted to enter through the loading dock area.** All exhibitors who wish to unload on Wednesday will have to hand-carry their items to their exhibits. Please plan accordingly.

Booth Exhibitors can check in directly with Show Staff on the loading docks located behind the Convention Center. Please enter the loading docks from Bacharach Blvd and Ohio Avenue entrance.

To ensure a smooth and efficient show installation, ship in advance all equipment and/or display materials to the VISTA Convention Services Warehouse. This warehouse service includes 30 days FREE storage prior to the show, transport to the Atlantic City Convention Center loading docks and delivery to your booth space. Your empty crates are then stored, and returned to you at show break. Once repacked, they are loaded onto outbound carriers from the show floor.

**All this is done without charge to you, the exhibitor—NMMA pays these equipment and labor costs.**

LABEL SHIPMENTS AS FOLLOWS:

#### **TO WAREHOUSE:**

To be received by 4 p.m. Thursday, January 27

EXHIBITOR (COMPANY) NAME  
SPACE NUMBER  
Atlantic City Boat Show  
c/o Vista Convention Services  
6634 Delilah Road  
Egg Harbor Twp., NJ 08234  
Phone #: (609) 383-6020

#### **TO AC CONVENTION CENTER:**

To be received on/after Monday, January 31

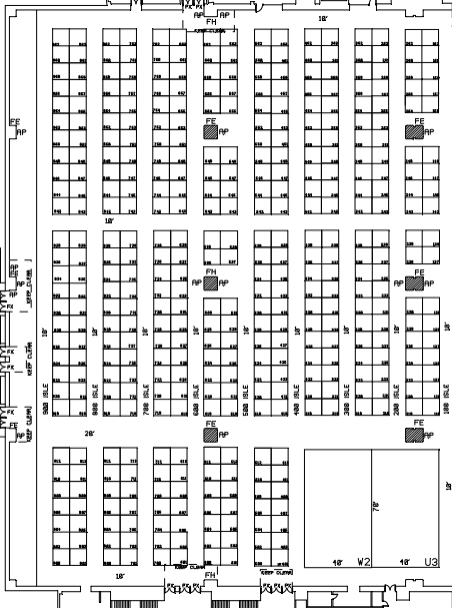
EXHIBITOR (COMPANY) NAME  
SPACE NUMBER  
Atlantic City Boat Show  
c/o Atlantic City Convention Center  
Bacharach Blvd.  
Atlantic City, NJ 08401

The Vista Convention Services Warehouse will receive crated, boxed or skidded shipments as early as **Wednesday, December 28**. Weekend deliveries cannot be accepted at the warehouse, please plan accordingly. No uncrated or loose shipments will be accepted. Shipments will be received until **4pm Thursday, January 27**.

All freight must be shipped prepaid. No collect shipments will be accepted. All shipments/materials should be documented on a straight bill-of-lading and a copy sent to Vista Convention Services Warehouse at the above address.

Exhibit materials directed to the warehouse before January 27 will be delivered to your booth and ready for you to begin setting up by January 31.

**All exhibits must be set and operational by 8:00pm on Tuesday, February 1.**



**CRATE STORAGE:** Crates and empty containers must be prepared for removal as soon as possible after unpacking. This includes affixing "EMPTY" stickers and positioning crates/cartons on the front edge of exhibit space. "EMPTY and STORAGE" labels will be available at the Vista Service Desk located in the Hall C Lobby. **Do not store un-displayed products in empty containers.**

## **EXHIBIT REMOVAL**

**All exhibits must remain staffed and intact until the official show closing (5:00 pm, Sunday, February 6).** At this time, aisle carpeting will be removed and the exhibit floor will be prepared for the return of empty crates. It will take approximately four to six hours to return all empty crates to all exhibitors.

No vehicles will be permitted up the ramp before 5:30PM on Sunday. **We urge you to pack your materials completely before bringing your vehicle to the loading dock area.**

Exhibitors may "hand-carry small items" (without the use of hand trucks or dollies) when leaving Sunday evening, but must show their Exhibitor Credential (and/or personal identification upon request) before exiting and re-entering.

VISTA will not load outbound carriers after 7:00PM on Sunday. Be sure to stop by the VISTA Service Desk, prior to move out and complete a bill-of-lading if you are shipping from the AC Center. Please contact your carriers to arrive Monday morning February 9.

Keep in mind labor for dismantling displays is required. Please visit the VISTA Service Desk to order labor.

### **Forced Shipments**

Exhibitors unable to meet this move-out schedule will be re-routed onto alternate carriers. Exhibitors are responsible for any and all additional charges incurred resulting from such re-routing.

NMMA will "force" shipments not removed by **Noon on Monday, February 8**. The NMMA cannot take responsibility for loss/damage to shipments forced from the show floor.

**All exhibit materials and equipment must leave the building by 12:00 pm on Tuesday, February 8.**