

## BULK & BOAT EXHIBITORS ONLY

### EXHIBIT INSTALLATION

Exhibit move-in will begin on Saturday, January 28. You will be notified via fax by January 2<sup>nd</sup> of your specific targeted, move-in/out dates & times. PLEASE make note of your move-in target.

### INSTALLATION SCHEDULE

Saturday, January 28:	8:00am- 5:00pm
Sunday, January 29:	8:00am- 5:00pm

Please complete the BOAT INFORMATION form and Layout on pages 28-29 to ensure that adequate time is given to your company for exhibit set-up.

There are two methods by which you can ship your exhibit material and/or equipment to the Show, Advanced Shipments and Target/Direct Shipments

**ADVANCE SHIPMENTS:** You may ship your exhibit materials and/or equipment to the Vista Convention Services Warehouse facility where it will be stored. This service includes 30 days free storage prior to the show, transport to the Atlantic City Convention Center loading docks, and delivery to your space. Your empty crates are then stored and returned to you at show break. Once repacked, they are loaded onto outbound carriers from the Center. **All this is done without charge to you, the exhibitor—NMMA pays these equipment and labor costs.**

**Send WAREHOUSE shipments to:**

To be received by 3 p.m. Thursday, January 26

EXHIBITOR (COMPANY) NAME  
SPACE NUMBER

Progressive Insurance Atlantic City Boat Show  
c/o Vista Convention Services  
6804 Delilah Road  
Pleasantville, NJ 08232  
Phone # (609) 485-2421

The Vista Convention Services Warehouse will receive crated, boxed or skid 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 3:00 p.m. on Thursday, January 26.**

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.

**TARGETED/DIRECT SHIPMENTS:** Exhibitors delivering exhibit materials directly to the Atlantic City Convention Center may do so on or after Monday, January 30.

**Send TARGETED/DIRECT shipments to:**  
To be received on/after Monday, January 30

EXHIBITOR (COMPANY), SPACE NUMBER  
Progressive Insurance Atlantic City Boat Show  
c/o Vista Convention Services  
Bacharach Blvd.  
Atlantic City, NJ 08401

The Atlantic City Convention Center has no facility to receive direct shipments. Please do not direct shipments to arrive before Monday, **January 30** if necessary forward shipments to the warehouse.

It is imperative that **your carrier be scheduled to arrive on your target date & time.** All drivers making freight deliveries to the show must first obtain the appropriate credentials (move-in card and dock instructions) from the NMMA Show Management Staff located on the bottom of the ramp on Bacharach Blvd. **Shipments will not be accepted at the Atlantic City Convention Center docks without these credentials.**

Drivers are also required to stay with their vehicles while waiting, so that they can be dispatched to the convention center on quick notice.

**OVERSIZE LOADS:** Specific restrictions limit the use of highways on weekends and holidays when transporting oversized loads. Be sure to secure all required permits (State of New Jersey) for transporting oversized loads.

In New Jersey: Carriers with load dimensions greater than 8' wide and/or exceeding 63' in length may only travel during daylight hours.

**For assistance contact:**

New Jersey Department of Over Dimension Vehicles/Permits (609) 633-9413  
New Jersey Motor Carriers Division (609) 633-9400

**EXHIBITOR CARPET INSTALLATION:**

This year when contracting for space in the show, you have a choice of either receiving rented carpet from Vista or having your own carpet installed at no additional cost. Please indicate on the Boat Info (page 28) if you have chosen to rent carpet and color choice or have your own carpet installed.

Carpet must be pre-shipped to the Vista Convention Service Warehouse before 4:00 p.m. on **January 26**. Carpet should be in a whole roll(s), not a conglomerate of pieces. A layout indicating how carpet is to be installed in space is also required.

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.

**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.

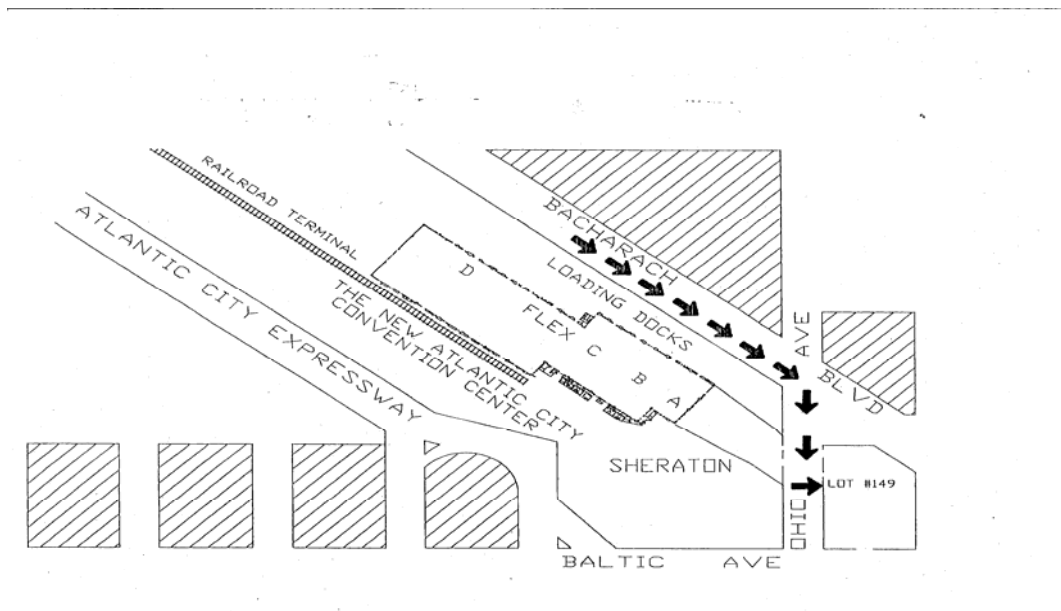
**All exhibits must be set and operational by 8:00 pm on Tuesday, January 31.**

## BOAT HANDLING INSTALLATION:

Access to the Atlantic City Convention Center is scheduled according to the location of exhibition space and the movement of boat handling equipment. Move-in times are assigned in order to accommodate everyone's handling needs, to utilize manpower and equipment efficiently, and to control traffic. Exhibitors will not be charged for handling services provided that:

- ❑ Exhibitor or display supervisor has returned the **BOAT INFORMATION/LAYOUT FORM (Pg. 28)**, listing boat(s) and their handling needs, including extra bridge or hard top work. Boat layout submission is also necessary pg. 29.
- ❑ Exhibitor has arrived at least one hour prior to his target time and checked in at the bottom of the ramp. See below for specific detailed instructions. **ALL Vehicles must be removed immediately after unloading.**
- ❑ Exhibitor is on hand to supervise boat placement within the exhibit space.
- ❑ Boats are accompanied by the proper weight bearing, pre-assembled trailer, dolly or stand. **Wooden blocks and jack stands (chained together to ensure stability) are recommended.**
- ❑ Exhibitor has provided a certificate of Insurance by December 23.
- ❑ All carpet must be pre-shipped to eliminate move-in delays.
- ❑ Boats that are not restricted by height or load limits for over-the-road travel **MUST** be brought to the Boat Staging Yard located at the Ohio Avenue lot next to the Convention Center. (see map on next page for directions) Once at the staging yard you will need to check in with show staff at the bottom of the ramp to the convention center.
- ❑ NMMA Show Management will direct you when you are able to leave staging and go to the Center.
- ❑ Enter the Center via Bacharach Blvd. at the Ohio Ave entrance (Northwest side of the building).
- ❑ NMMA Show Management will be on hand to direct you to your location within the Center.

Any boat or exhibitor who does not meet the above requirements may not be handled/hailed and risks being turned away. Show Management (NMMA) has the final say when deciding on restricting boats that exceed or do not meet any/all of the requirements mentioned. The decision will be based on feasibility, logistical issues and safety.



A.C. Expressway Connector



A.C. Expressway

