

EXHIBIT INSTALLATION—IN LINE BOOTHS

INSTALLATION SCHEDULE

The NMMA will provide the following Booth Package

Monday, February 28: 8:00am- 5:00pm

• 8' high back drape - silver/white • (1) 6' white draped table • (2) side chairs

Tuesday, March 1: 8:00am- 5:00pm

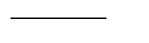
• 36" high draped side rails - silver • (1) 7" x 44" ID Sign • drayage/30 days warehousing

- The installation schedule for booth exhibitors in the show can be found on the Booth Move In Schedule Page.
- Wednesday March 2 from 8am-9am is Hand carry move-in only. Loading docks and doors are not available on March 2.
- 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 28.
- 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, March 2.

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 Decorator 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.





& SHIPPING

MOVE IN/OUT

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

