

## MOVE IN/OUT & SHIPPING

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Bulk / Boat

Exhibit Installation  
In Line Booths

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# EXHIBIT REMOVAL

## ALL EXHIBITS

- All exhibit materials and equipment must vacate the building by Noon on Tuesday, March 7.
- Boat/Bulk exhibitors will be notified via email for specific move out times.  
PLEASE make note of your move-out target.
- Boats that can be pushed by hand are permitted to leave on Sunday starting at 7 p.m.  
All electrical power to boats will be shut down at 6:00PM on Sunday.  
Please make sure that all equipment is powered off prior to 6:00 pm to avoid any delays.
- 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).



## SUNDAY EVENING PROCEDURES

- All exhibits must remain staffed and intact until the official show closing (6:00 pm, Sunday, March 5). 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 6:00PM 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 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 **March 6**.
- Keep in mind labor for dismantling displays is required. Please visit the VISTA Service Desk to order labor.

## OUTBOUND SHIPPING

- Exhibitors shipping materials should fill out and drop off a Bill of Lading form at the Decorator Desk in the Lobby.
- Empty stickers and storage stickers are also available at this location.
- 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 **4pm on Monday, March 6**.  
The NMMA cannot take responsibility for loss/damage to shipments forced from the show floor.