

## MOVE IN/OUT & SHIPPING

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General Move In  
Information

Exhibit Installation  
Bulk / Boat

Exhibit Installation  
In Line Booths

Booth Floor Plan

Exhibit Removal

Freight Shipping  
Procedures

Staging Map

Truck Information

Truck Directions

# FREIGHT SHIPPING PROCEDURES

## EXHIBITOR SHIPPING

**Advance Freight Shipping must be consigned prepaid, and can be received at The Vista Convention Services Warehouse**

Send WAREHOUSE shipments to:  
To be received by 3:30 p.m. Thursday, February 23

EXHIBITOR (COMPANY) NAME  
SPACE NUMBER  
Atlantic City Boat Show  
c/o Vista Convention Services  
300 Commerce Drive  
Egg Harbor Township, NJ 08234

**Phone # (609) 485-2421**

**The AC Convention Center cannot receive direct shipments that arrive before Feb 25**

TO AC CONVENTION CENTER:  
To be received on/after Saturday, February 26

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

Ship 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. Empty crates are then stored, and returned to you at show break. Once repacked, they are loaded onto outbound carriers from the show floor. **NMMA pays these equipment and labor costs.**

## SHIPPING PROCEDURES

- Review the Material Handling Services Limits of Liability & Responsibility.
- Before leaving your office obtain a copy of the Original Bill of Lading which indicates piece count, weight, origin and consignee.
- Be sure to get pro numbers which enable a carrier to trace your shipment(s).
- Upon arrival at your exhibit, compare your shipping information with the freight in your space.
- Report any missing freight or damage to the Vista service desk immediately.
- A report will be written and we will notify the carrier.
- Empty labels must be affixed to all empty crates/cartons for storage during the show to assure correct delivery at the close of the event.

## OUTBOUND SHIPPING

- Be sure to properly label all materials for shipping, prepare a bill of lading and contact your carrier.
- Please leave a copy of the bill of lading at the Vista desk (Lobby) to ensure packages are picked up properly.
- Extra bills are available at the desk and our freight manager can assist you with outbound shipments.