

MOVE IN/OUT & SHIPPING

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

EXHIBIT INSTALLATION—IN LINE BOOTHS

INSTALLATION SCHEDULE

Monday, February 27: 8:00am- 5:00pm

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

- The installation schedule for booth exhibitors in the show can be found on the Booth Move In Schedule Page.
- Wednesday March 1st from 8am-9am is Hand carry move-in only. Loading docks and doors are not available on March 1st .
- 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 27.
- 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 1.

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 Freeman 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.

The NMMA will provide the following Booth Package

- 8' high back drape - silver/white
- (1) 6' white draped table
- (2) side chairs
- 36" high draped side rails - silver
- (1) 7" x 44" ID Sign
- drayage/30 days warehousing

