

Move-In Dates and Procedures

Credentials are required during all move-in, show, and move-out times. Please be sure to bring your credentials to enter the show grounds.

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| Miami Beach Convention Center: | Saturday | February 11 | 8:00a.m. - 4:00p.m |
| | Sunday | February 12 | 8:00a.m. - 4:00p.m |

Sea Isle Marina Begins/

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|---------------------------|-----------|-------------|---------------------|
| Miami Beach CC continues: | Monday | February 13 | 8:00a.m. – 4:00p.m. |
| | Tuesday | February 14 | 8:00a.m. – 4:00p.m. |
| | Wednesday | February 15 | 8:00a.m. – 4:00p.m |

Note: Specific move-in and move-out date and time will be assigned for boats at the Miami Beach Convention Center. Boats in-water at the Sea Isle Marina & Yachting Center will not have a specific time, and may move-in anytime Monday through Wednesday.

Privately (or Exhibitor) Owned Vehicles (POVs) go directly to Miami Beach and check in as follows:

- 1) Enter parking lot at 19th Street and Meridian Ave. on Miami Beach.
- 2) Park where directed by lot manager or space available.
- 3) Check in with freight desk on 19th Street at Gate #3:
 - a. Provide exhibiting company name and/or booth number.
 - b. Staff will give you a number for your placement in line at your unloading area.
- 4) Once unloaded, you must remove your vehicle immediately, park in a legal space outside the show grounds and then return to set your display.

Direct Freight Deliveries by air freight service, common carrier or van line service go to Miami and check in as follows:

- 1) Deliveries will be accepted at the Miami Beach Convention Center and the Sea Isle Marina & Yachting Center **ON or AFTER Monday, February 13, 2012. Freight deliveries prior to Monday must be approved and coordinated by the NMMA Freight Department.**
- 2) All carriers must check in at the Staging Yard located in Miami (not Miami Beach) at: 31st Street and N. Miami Ave., Miami, FL 33127. Enter gate on the East side of N. Miami Ave., South of N.E. 31st Street.
 - a. Carrier will need exhibiting company name and/or booth number.
 - b. Staff will give driver a number for placement in line at the loading dock area.
- 3) NMMA will unload and deliver freight to your booth at no charge.
 - a. Forklift service is not available for booths in the Center's meeting and lobby areas, level 2 and 3.
 - b. Material being delivered to the second and third floors are restricted by the following elevator dimensions: East Mezzanine 4'x 4' x 8' and West Mezzanine 4'x 4' x 6'.
- 4) Crates and empty containers must be prepared for removal as soon as possible after unpacking. This includes affixing EMPTY stickers and positioning crates/containers on the front edge of your exhibit space. EMPTY labels will be available at the NMMA Freight Desk located in the Exhibitor Service Center, Room C127. Do not block the aisles by pushing empty crates into the aisle around your booth. Do not store un-displayed products in empty containers. NMMA will not be liable for damage or loss of crates and/or stored contents. Empty crates are removed, stored, and returned at no charge.

Please review the limits of liability on the [Shipping Addresses form](#) and the [Exhibit Space Security Precautions](#).

Boat Exhibitors check in as follows:

Prior to your scheduled move-in date and time carpet and signs must be installed by Expo Convention Contractors, and your cradles and dollies must be available in your exhibit space. Exhibitors displaying boats under tents must display boats on low wheel dollies and plan for NO forklift equipment use under tent areas.

- 1) Arrive at the staging yard at least one hour prior to your scheduled move-in time. All carriers must check in at the Staging Yard located in Miami (not Miami Beach) at: 31st Street and N. Miami Ave., Miami, FL 33127. Enter gate on the East side of N. Miami Ave., South of N.E. 31st Street.
- 2) Indicate if you are carrying carpet, cradles, or other set-up equipment. These items must be in your space prior to your move-in time.
- 3) Once checked in, the staging yard manager will direct vehicles to the show grounds when the exhibit space/floor manager is ready for unloading. Security guards will deny access to the show grounds without proper authorization passes which can only be obtained from the staging yard.
- 4) Once unloaded, vehicles must be removed from the show grounds immediately.

Sea Isle Marina & Yachting Center Boat Exhibits

Boats in-water at the Sea Isle Marina & Yachting Center will not have a specific time, and may move-in anytime Monday, February 13th through Wednesday, February 15th, 2012.

The marina dock master will be monitoring **channel 16** throughout the move-in, show and move-out. Dock Master can also be reached by phone at 305-377-3625. The marina store will be open 7 days a week from 8:00 a.m.- 6:00 p.m. for fuel purchases.

Speed Zone Restrictions:

Each boat displaying in-water must have an 8 ½ " x 11" place card in a prominent location and visible to the operator that reads, **WARNING – MANATEE AREA**. Additionally, each exhibitor must abide by the rules governing the waterways.