

Move-In/Move-Out Information

MOVE-IN SCHEDULE:

Miami Beach Convention Center

Friday	February 05	8:00a.m. - 4:00p.m. approved targets only
Saturday	February 06	8:00a.m. - 4:00p.m. approved targets only
Sunday	February 07	closed/dark- no work allowed

Sea Isle Marina Begins/ Miami Beach CC continues

Monday	February 08	8:00a.m. - 4:00p.m. Boats begin @ Sea Isle Marina direct freight deliveries begin @ MBCC
Tuesday	February 09	8:00a.m. - 4:00p.m. Booth exhibitors begin in Pavilion Tent & @ Sea Isle Marina
Wednesday	February 10	8:00a.m. - 4:00p.m. all areas

NOTE: SPECIFIC MOVE-IN AND MOVE-OUT DATE AND TIME WILL BE ASSIGNED FOR BOAT AND BULK SPACES (400sq.ft. OR LARGER) AT THE MIAMI BEACH CONVENTION CENTER.

ALL BOATS IN-WATER AT THE SEA ISLE MARINA & YACHTING CENTER WILL NOT HAVE A SPECIFIC TIME, AND MAY MOVE-IN ANYTIME MONDAY THROUGH WEDNESDAY.

All advance warehouse freight will be delivered to exhibit booths by Monday, February 8, unless pre-scheduled otherwise, except pavilion tent and Sea Isle booth areas. Pavilion tent and Sea Isle booth areas will have advance freight delivered on Tuesday morning, February 9.

Booth exhibitors with private vehicles and self-unloading may begin at the Miami Beach Convention Center on Monday, February 8, and at the Pavilion Tent and SeaIsle Marina on Tuesday, February 9.

Move-in and Move-out begins at 8:00a.m., and ends at 4:00p.m., daily. All other times are considered “overtime” and charged accordingly.

SHIPMENTS/DELIVERIES:

All Exhibitors must complete and return the NMMA Drayage/Shipping Information form.

For shipping instructions, addresses, and terms and conditions, please refer to the Drayage/Shipping Information form in the NMMA Order Forms section. Also, refer to the complete NMMA Limits of Liability and Responsibility – Material Handling Services Rules and Regulations at the end of this section.

- We suggest that you PRE-SHIP exhibit material to the **NMMA warehouse**.
- Please be sure your shipping labels are clearly addressed to avoid any confusion.
- All shipments must be pre-paid. No collect shipments will be received.
- Advance shipments will be accepted by NMMA at our **warehouse beginning Monday, January 11 through Friday, February 5, 2010.**
- Warehouse Shipments will be delivered to your space by Monday, February 8, except as noted above.

Direct to show site deliveries will be accepted at the Miami Beach Convention Center ON or AFTER Monday, February 8, and at the Sea Isle Marina & Yachting Center ON or AFTER Tuesday, February 9. Freight deliveries prior to Monday must be approved and coordinated by the NMMA Freight Department.

All direct to show site deliveries whether by personal or company truck, air freight service, common carrier, or van line service must check in at the Staging Yard.

STAGING YARD LOCATION:

On Watson Island, West of the Miami Children's Museum at 980 Mac Arthur Causeway, Miami, FL.
Refer to the map and directions in the exhibitor kit.

For International Shipping Service, please refer to the EAX Worldwide Service Order Forms located in the Supplier Order Forms section of the Exhibitor Kit.

Empty Crate Storage:

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, and the Sea Isle Marina Show Office. 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.

Forklift Service:

If you require forklift service that is NOT for BOATS, you must complete and return the **Freight Rigging Services Order Form** in the NMMA Order Forms section of these instructions. If you are shipping any large crates or exhibit material over 2,000 pounds, please contact the freight department at 954-441-3241.

Forklift service is not available for booths in the Center's meeting and lobby areas: booth #'s 1600 through 1900, and the second and third floors.

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'.

Booth (Non-Boat) Exhibitors:

Exhibitor Self Unloading (Exhibitors who do not require unloading assistance):

All exhibitors driving a private or company vehicle into the show grounds at the MBCC through Gates 1 -5 to unload are required to obtain an access pass from the staging yard. Once unloaded, you must remove your vehicle immediately, park in a legal space outside the show grounds and then return to set your display.

All Sea Isle Marina & Yachting Center booth exhibitors will need to park in a legal space outside the show grounds and check in at the on-site show office to coordinate access and unloading. Private vehicle access will be restricted to Bayshore Drive at the entrance to the show. **Use of the advance warehouse and free drayage service is encouraged.**

All retail exhibitors that do NOT need vehicle access into the show grounds to unload in the following areas will not need an access pass from staging:

- **Washington Ave.** for Big Game Room booths 2044-2064 and skywalk 2000's.
- **Meridian Ave.** for Pavilion Tent booths 3900-4299 or tented spaces 3001-3153, 4302-4372, and 4401-4421.
- **Bayshore Drive** for Sea Isle Marina & Yachting Center.

Retail exhibitors unloading on Washington Ave., Meridian Ave. or Bayshore Drive will be allowed 20 minutes at the curb to unload during move-in times. Once unloaded, you must remove your vehicle immediately, park in a legal space outside the show grounds and then return to set your display. Loading from these areas will not be allowed on show days after 9:00 a.m., when shuttle busses are scheduled.

Parking on Miami Beach is very limited in the Convention Center and South Beach Area. We highly recommend that you park at the Miami Beach High School located on Dade Blvd. and Prairie. Exhibitors who can hand carry items from their vehicles parked at the MB High School are encouraged to do so.

Sea Isle Marina Exhibitors who can hand carry items from their vehicles parked in the Sea Isle Marina Exhibitor Parking Lot or other local public parking areas are encouraged to do so. Please refer to the Advance Parking Order Form for Sea Isle Marina in the NMMA Order Forms section of the exhibitor's kit.

Convention Center BOAT Exhibits Move-In:

Your move-in date and time will be scheduled once we receive your **Boat Information Form and the Scaled Layout** of your exhibit. These forms are in the NMMA Order Forms section, and **must be returned to our offices by November 20, 2009.**

If your dealer is responsible for completing this information, please forward these forms to them.

Prior to your scheduled move-in date and time carpet and signs must be installed by Champion Exposition Services, and your cradles and dollies must be available in your exhibit space.

PLEASE PROVIDE THIS INFORMATION TO ALL DRIVERS OR TRANSPORTERS.

Oversize Load Restrictions:

Oversize loads require a permit from both the State of Florida and Dade County. Weekend restrictions have been waived during the move-in and move-out dates. Permits must state that movement is allowed on the weekend.

Tractor/Trailers with dimensions **greater than 8' wide, 14' high, 55' in length** shall be required to have an **annual permit issued by Dade County Public Works Department.**

Single vehicles with a length greater than 40' must have an annual moving permit.

Projection not to exceed 10' to rear or 3' to front without annual **and** trip permit.

All Vehicles shall maintain minimum speed limits, unless under police escort.

8'-10' Wide requires Annual Permit.

12' Wide – Annual and Trip Permit Required (\$15.00/trip).

14' Wide – Annual and Trip Permit Required with Police Escort.

The Cities of Miami and Miami Beach are part of Dade County and adhere to County and State Permit laws. Permits should state what is required regarding transportation (police escort). Police officers can accept checks or bill the transporter if necessary for escorts.

Each boat requires a three (3) motor escort (minimum) @ \$63.00 per officer, \$5.00 per motor, and \$6.50 per motor administrative charge. (Total of \$223.50 minimum per boat 14' wide or over).

Staging Yard Procedures:

STAGING YARD LOCATION FOR BOAT EXHIBITORS:

On Watson Island, West of the Miami Children's Museum at 980 Mac Arthur Causeway, Miami, FL.

Refer to the map and directions in the exhibitor kit.

1. Arrive at the staging yard at least one hour prior to your scheduled move-in time.
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.

Late Arrivals/Excessive Handling:

Late arrivals will be unloaded after those checking in on schedule have been unloaded, with the late exhibitor liable for all handling charges incurred.

Boat Handling Fees:

Boat handling is free of charge provided that you follow these guidelines:

1. Exhibitor has completed and returned the Boat Information Form and Scaled Layout of your exhibit by November 20, 2009, or as soon after space is contracted as possible.
2. Carpet and signs are installed prior to your boat move-in time.
3. Exhibitor has checked in all delivery vehicles and trailers into the staging yard at least 1 hour before scheduled move-in time.
4. Driver is available to drive his vehicle into the Show grounds when ready to be unloaded.
5. Each boat 26' and under or 7,200 pounds or less must be delivered and displayed on wheels (boat trailers, dollies, or cradles). If cradles are to be used, they must be assembled prior to your scheduled move-in time.

Boat Handling fees of \$350.00 an hour or \$525.00 an overtime hour (after 4:00 p.m.) will be charged for any delay caused by not following the guidelines above. Please be sure to advise your exhibitor appointed contractor, staff, transporter, and set up companies of the schedule requirements above.

Tent Notification:

Exhibitors displaying boats under tents must display boats on low wheel dollies and plan for NO forklift equipment use under tent areas.

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 8th through Wednesday, February 10th, 2010. The marina dock master will be monitoring channel 16 throughout the move-in, show and move-out.

On-Site Show Office: 305-374-3900 (ask to be connected to the Boat Show Office).

Dock Master: 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** (copy from the Resources Section of the Exhibitor Kit).

Additionally, each exhibitor must abide by the rules governing the waterways. You will find a copy of the speed zones on the Manatee Warning in the Resources Section of the Exhibitor Kit.

General Move-Out Information for All Exhibitors

All exhibits must remain staffed and intact until the official show closing at 6:00p.m. on Monday, February 15. Once the show is clear of attendees (approximately 7:00p.m.), aisle carpeting will be removed from the main floor (taking approximately 1 to 2 hours) and the exhibit floor prepared for the return of empty crates. Empty Crate Returns will continue through the night to return all empty crates to all exhibitors including, the Pavilion and outdoor exhibits. If you have empties stored, departure plans should not be arranged for Monday night, February 15th.

All exhibitors must complete, sign, and return a bill of lading to the Freight Desk in the Exhibitor Service Center, Room C127 at the Miami Beach Convention Center, or the Sea Isle Marina Show Office. Blank forms are available at the Freight Desk.

In order for the NMMA to release your freight to your carrier for outbound shipping whether you are using a personal vehicle, company truck, air freight service, common carrier, or van line service we must have a completed bill of lading.

All outbound freight carriers must check-in No Later Than Wednesday, February 17, 2010, at 10:00 a.m.

For your convenience, **ABF Freight Systems** will have a representative in the Exhibitor Service Center to assist you in coordinating your outbound shipments. Freight forms and information are in the Supplier Order Forms section of the Exhibitor kit.

Exhibitors who can hand carry items to vehicles parked outside of the show grounds are encouraged do so on Monday night February 15th after show closing and when the shuttle busses stop at 7:00 p.m.

If you require vehicle access inside the show grounds, you must first check in at the staging yard. Prior to checking in at the staging yard, your entire booth must be packed and ready to load up and go. Vehicles are not permitted in the show grounds unless your booth is ready for pick up.

All retail exhibitors that do NOT need vehicle access into the show grounds, and can load out in the following areas will not need an access pass from staging:

- **Washington Ave.** for Big Game Room booths 2044-2064 and skywalk 2000's.
- **Meridian Ave.** for Pavilion Tent booths 3900-4299 or tented spaces 3001-3153, 4302-4372, and 4401-4421.
- **Bayshore Drive** for Sea Isle Marina booth exhibits (very limited area, please coordinate with staff on-site).

Retail exhibitors loading out on Washington Ave., Meridian Ave. or Bayshore Drive will be allowed 20 minutes at the curb during move-out times. Once loaded, you must remove your vehicle immediately. Loading from these areas will not be allowed until after 7:00 p.m. on Monday night, February 15th, when the shuttles stop running.

Parking on Miami Beach is very limited in the Convention Center Area. We highly recommend that you park at the Miami Beach High School located on Dade Blvd. and Prairie. Exhibitors who can hand carry items to their vehicles parked at the MB High School are encouraged to do so.

Sea Isle Marina Exhibitors who can hand carry items to their vehicles parked in the Sea Isle Marina Exhibitor Parking Lot or other local public parking areas are encouraged to do so.

Exhibitors must display an exhibitor credential when removing product during the move-out period. **Vehicles are required to have a move-out access pass or security will not allow any removals.**

Move-out for BOAT Exhibitors:

Boat handling equipment will not be available on the closing night of the show. Move-out will be scheduled between Tuesday, February 16th and Thursday, February 18th. **A notice regarding your targeted move-out date and time will be delivered to your exhibit space during the move-in.** If boats are to be removed on single trailers, the exhibitor will be responsible for having enough trailers for the entire group of boats to be loaded at one time otherwise, you will be billed for delays at the rate of \$350.00 an hour and \$525.00 an overtime hour. Outdoor boat exhibitors that can hook and go without the use of a forklift or boat handling equipment may do so on Monday, February 15th after 7:00 p.m. Staging will be open as of 3:00 p.m. on Monday, February 15th for check-in. Please see move-in information above for Boat Staging Yard location and directions.