

# MOVE-IN / MOVE-OUT

**BOAT EXHIBITORS** will receive move-in information including specific arrival time for your boats/display via email for your exact move-in date(s) and time(s) based on the information you supplied.

- All exhibitors must return the Boat Information and the Scaled Layout forms by December 16, 2011.
- You will receive a move-in schedule under a separate cover for your exact move-in date(s) and time(s) based on the information you supplied. Form located in the NMMA Order Forms section of this on-line kit.
- Boats 26' and under must be placed on dollies or trailers.
- NO CEMENT BLOCKS may be used to support boats.
- BOAT HANDLING IS AT "NO CHARGE" PROVIDED THAT: Exhibitor has returned the BOAT HANDLING INFORMATION form and the SCALED LAYOUT DRAWING of their exhibit by December 16th, 2011.
- Carpet, signs and electric are installed prior to the scheduled boat handling.
- Make sure your boats, dollies, carpet, etc. arrive at the designated move-in time, and you have adequate staff to proceed with the set-up of the display.
- Once boats are removed from trailers, drivers and trailers must exit immediately.
- Late/Overtime charges will apply if you miss your targeted move-in (out) time(s): \$350.00 per hour, (\$525.00 each overtime hour 4:00pm and after).
- All oversize loads require permits. Please make sure you have contacted the appropriate local and state governmental agencies to secure all necessary permits for oversize, weekend and other roadway restrictions that may apply to your display shipment.

## **CHECK-IN**

Every vehicle that needs to unload within the show grounds or enter the convention center must be assigned a "Vehicle Access Pass". This access pass will be assigned at check in at the loading dock and cannot be reserved in advanced.

## **CRADLES & DOLLIES**

Cradles, stands and dollies must be installed and available in your exhibit space prior to your scheduled move-in time. Make sure you inform the floor manager that your vehicle loads are carrying cradles, stands or dollies, or other items that must be installed prior to your actual move-in time.

## **FORKLIFT SERVICE**

If you require forklift service, please be sure to review your needs with the Operations Manager prior to your arrival on show site, or contact Shepard Exposition Services, for your supplemental booth order requirements. For on-site assistance, please contact an NMMA floor manager wearing the familiar red polo shirt during set up or tear down.

## **OVERSIZE LOAD PERMITS & RESTRICTIONS**

Oversize loads require all necessary permits from the State of Georgia. If you should have any questions, please contact the Georgia Department of Transportation Oversize Permit Unit directly at 1-888-262-8306

## **PARKING DURING MOVE-IN / OUT**

The Atlanta Boat Show controls the show exhibit hall and not the areas around the Georgia World Congress Center. Parking is allowed in the areas designated by the facility. This access pass is used to identify your vehicle for safety and security reasons for the period of time indicated on the pass. Once you have unloaded your display, you must move your vehicle to one of the surrounding lots. (See map on-line). It does not allow parking in locations that are assigned to the GWCC personnel, handicap spaces or in the dock areas. Any ticketing and/or towing will be at the vehicle owner's expense.

Public parking lots surrounding the GWCC are administered by the City of Atlanta. Be advised that there are also numerous privately owned lots.

The GWCC operates five surface lots and two parking decks-all located within the convention, sports and entertainment campus

Parking rates are \$10 or less for all-day parking and never increase due to event day activity in downtown. All lots are gated and attendants are on duty during all show/event hours. Drivers will receive a time-stamped ticket that they will give to the parking attendant along with their payment upon their departure.

For more information please log on to <http://www.gwcc.com/maps/parking.html>. Choose the Parking link, select "Exhibitor Permits" and then select Atlanta Boat Show. Select the days you want to purchase, create a log -in, complete the billing information, and print the voucher.

The GWCC offers a Campus Courtesy Shuttle that provides free shuttle service to attendees from parking lots to your event and vice versa. The shuttle stops at all parking lots and decks as well as the main entrances to the building. It makes continuous loops around the campus during show days. Look for the Campus Courtesy Shuttle sign nearest you for a ride on the fast and free shuttle.

## **STAGING YARD**

The Atlanta Boat Show staging yard will be open to stage boats and trailers beginning 10:00am on Friday January 6th, through 11:00am Tuesday January 17th, when it officially closes. It is located off Ivan Allen Blvd in lot # 3 directly north of the GWCC. The yard will be secured between the hours of 7:30am – 8:00pm during the move-in and move-out of the show.

The staging yard is to be used for Exhibitors who need to stage boats prior to their scheduled move-in time, and storage for their empty trailers through the duration of the show. **"PERSONAL VEHICLES WILL BE TOWED AT OWNERS EXPENSE"**. Trailers should be clearly marked. This will facilitate your move-in to the facility and allows us to identify your vehicles for security and safety purposes.

Please Note: The Atlanta Boat Show cannot be responsible and will not accept any liability for display product or materials left behind in the staging yard.

### **Move-In- Booth Exhibits:**

◆BOOTH EXHIBITORS should plan to arrive on Tuesday, January 10th between 12:00N – 5:00pm or Wednesday January 11th between 8:00am – 5:00pm, Thursday, January 12th 8:00am – 9:00am.

Exhibitors will be directed to the loading dock areas closest to their booth for unloading of display items. Do not park at other GWCC hall loading docks to unload display items. A map and directions are located at the end of this manual.

Booth exhibitors requiring forklift service need to make a request with the operations manager

### **◆Check In**

Every vehicle that needs to unload within the show grounds or enter the convention center must be assigned a "Vehicle Access Pass". This access pass, assigned at check-in at the loading dock (see map at end of these instructions) will facilitate your move-in to the facility and allows us to identify your vehicles for security and safety purposes. Any vehicle without a vehicle access pass, or those cars parked in convention center employee or handicap locations will be ticketed and/or towed by convention center security personnel, at the vehicle owner's expense.

## **MOVE-OUT INFORMATION**

Move-out begins after the show closes at 6:00pm Sunday, January 15th. Booth exhibitors should plan to have their displays removed from the hall by Monday 16th 12:00 noon. Move-out information will be hand delivered to boat exhibitors on Saturday, January 14th. If you have any questions or concerns please contact the Show Office.

All exhibits must remain staffed and intact until the official 6:00pm show closing on Sunday, January 15th

Once the show is clear of attendees, the aisle carpeting will be removed from the main floor (approximately one hour) and empty crates will be returned. If you have empty crates stored, plan to make your travel departure accordingly. Special needs of any kind should be addressed with the show office before closing. Please make all your staging yard plans in advance to minimize your delays.

### **◆Boats: Main Floor**

For safety reasons, no boats should be moved until all show attendees have vacated the display areas. If boats are to be moved on single trailers, the exhibitor will be responsible for having enough trailers for the entire group of boats to be loaded at one time. Delays will be billed at a minimum of \$350.00 per hour (\$525.50 per overtime hour).

### **◆Booths:**

Exhibitors who can hand carry items to their vehicles outside the convention center may do so after 6:00pm.

We ask that your entire booth be packed prior to your vehicle(s) arriving at the Georgia World Congress Center. Vehicles will not be allowed access to move-in without the Vehicle Access Pass issued to exhibitors. All exhibits must completely vacate the Georgia World Congress Center premises no later than 4:00pm Tuesday, January 17, 2012.