

# MOVE-IN/MOVE-OUT INFORMATION

**BOAT EXHIBITORS will receive move-in information including specific arrival time for your boats/display via email fax 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 13, 2019**
- ◆ 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 is 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 13, 2019**.
- ◆ 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 Courtney Erhardt, the Operations Manager prior to your onsite arrival, 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. **GEORGIA DEPARTMENT OF TRANSPORTATION. OVERSIZE PERMIT UNIT. FAX PERMIT APPLICATION. FAX NUMBER(S) (404) 635-4927 (404) 635-8501.**

## PARKING

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 provided by the show 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 the loading dock areas. **Any ticketing and/or towing will be at the vehicle owner's expense.**

Public parking lots surrounding the GWCC are administered by SP Plus Parking. Be advised that there are also numerous privately owned lots.

For more information please log on to <https://www.gwcca.org/getting-here/> and click on the car icon on the top.

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

## **STAGING YARD**

The Atlanta Boat Show staging yard will be open to stage boats and trailers beginning 12:00pm on **Friday, January 9<sup>th</sup>**, through 5:00pm **Wednesday, January 22<sup>nd</sup>** when it officially closes. It is located off Ivan Allen Blvd in **lot #1 and lot #2** directly north of the GWCC. The yard will be secured between the hours of 7:30am – 8:00pm during move - in and move – out of the show. Trailer parking will be assigned. The assignments will be sent to exhibitors by Friday, December 13th, 2019. Please adhere to your assigned parking spots.

The Atlanta Boat Show cannot be responsible and will not accept any liability for display product or materials left behind in the staging yard. A Staging Yard map is in the “Resource Form” section of your on-line kit.

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 EXHIBITORS:**

◆BOOTH EXHIBITORS move-in schedule:

Tuesday, January 14th	8:00am – 6:00pm
Wednesday, January 15th	9:00am – 5:00pm
Thursday, January 16th	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 19<sup>th</sup>**. Booth exhibitors should plan to have their displays removed from the hall by **Monday, January 20<sup>th</sup> at 2:00pm**. Move-out information will be hand delivered to boat exhibitors on **Saturday, January 18<sup>th</sup>**. 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 19th !**

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 of 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 7:00pm. 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 **2:00pm Tuesday, January 21, 2020**.