

MOVE-IN SCHEDULE

Boat exhibitors: please complete the Crane and Forklift Scheduling Form (**NMMA FORMS TAB**) to ensure that adequate time is given to your company for exhibit set-up and to avoid unnecessary charges.

Monday, January 97:00 a.m. to 4:30 p.m. Targeted Boat Exhibits
Tuesday, January 107:00 a.m. to 4:30 p.m. Targeted Boat Exhibits and RV Exhibits
Wednesday, January 118:00 a.m. to 4:30 p.m. Targeted Boat Exhibits and RV Exhibits All Hall B1 Booths All Remaining Exhibits

Target time notices with specific dates and times will be emailed to all exhibitors approximately (30) days prior to the show. If you do not receive a notice by December 16, 2011, please contact Nick Ligammari at (312) 946-6279.

Marshaling Yard

All Boat and RV related vehicles must check in at the staging office in the 31st Street Marshaling Yard first and receive a window card that will allow you onto the loading dock. Small booths will have their window cards emailed to them. If you do not have a window card, MPEA Police will not allow you past the gates and you will need to return to the Marshaling Yard for credentials.

Show management will pay for (2) two days of MARSHALING YARD parking per exhibitor during the move in and (1) one day of parking during the move out of the show. All other parking fees will be the responsibility of the exhibitor. Parking fees for the 31st Street Marshaling Yard will be *\$19.00/day/vehicle or trailer.

*Parking prices subject to change.

SNOW & ICE REMOVAL INFORMATION

Due to the fact that the electrical ports are located in the floor of the convention hall, and the significant amount of damage/flooding melting snow and ice has caused in the past, Show Management is unable to allow snow and ice laden vehicles onto the exhibit floor. Therefore, **PRIOR TO LEAVING YOUR FACILITY, PLEASE MAKE SURE THAT ALL VEHICLES ARE CLEANED OF EXCESSIVE SNOW AND ICE.** Any residual ice and snow must be removed at the Marshaling Yard with the power washer provided by Show Management (depending on inclement weather). All vehicles will be checked thoroughly prior to entry to the show floor and will be refused access to the building until all snow and ice has been removed in the Marshaling Yard.

EXHIBITOR CARPET

EXHIBITORS ARE RESPONSIBLE FOR THE PROTECTION OF THEIR OWN CARPET DURING THE MOVE-IN AND MOVE-OUT OF THE SHOW. DUE TO THE USE OF HEAVY MACHINERY (CRANES, FORKLIFTS, ETC.) AND THE POSSIBILITY OF INCLEMENT WEATHER, IT IS RECOMMENDED THAT EXHIBITORS PROVIDE THEIR OWN VISQUEEN OR MAKE ARRANGEMENTS THROUGH AN OUTSIDE VENDOR. THE PROGRESSIVE INSURANCE CHICAGO BOAT, SPORTS & RV SHOW AND ITS CONTRACTORS WILL NOT BE RESPONSIBLE FOR ANY DAMAGES TO UNPROTECTED CARPET.

POWERWASHING EQUIPMENT

If there is inclement weather at McCormick Place, Show Management will provide a complimentary power washer to remove road grime, salt, snow and ice in the 31st Street Marshalling Yard during the necessary move-in dates. This service WILL NOT be provided if extreme temperatures prohibit McCormick Place plumbers from connecting the outside water service. Therefore, Exhibitors must provide their own brooms/shovels for snow removal, if power-washing equipment is not available. Any exhibitor found dumping snow and/or ice onto the exhibit floor will be charged for all related costs for the cleanup and repairs.

RV EXHIBITORS - RV's must have ALL snow and ice removed from the roofs, sides and undercarriages of all vehicles.

BOAT EXHIBITORS - Boat exhibitors must have ALL snow and ice removed from the shrink-wrap, storage covers and trailers.

SECURITY PRECAUTIONS

SUGGESTIONS & PRECAUTIONS

- Ship locked trunks or crates. Avoid using small cartons for shipping products.
- Do not indicate contents on shipping container.
- Furnish your carrier with accurate bills-of-lading.
- Do not store undisplayed products in empty crates or cartons. Security cages may be rented through A.M.K. System Rentals by calling (773) 735-1600.
- Cover your displays each night.
- If you plan to remove merchandise or equipment during show dates, you must obtain a Show Release Form from the Show Office (room N-231) before leaving the exhibit hall.
- Do not leave briefcases, laptop computers, cellular phones, purses, etc. in an unattended booth.
- Pack quickly upon receiving your empty crates or fiber cases at show end.
- During Move-Out have an employee remain with the exhibit until all products have been repacked.
- Report any damaged or lost cartons to the NMMA Freight desk in the Exhibitor Service Center (room N-229) immediately.
- Booth Security Service is available. See form under **OTHER SERVICE PROVIDER FORMS TAB**.

Bulk Inventory Storage

Bulk storage of exhibit retail inventory i.e. luggage, coolers, sunglasses, etc. is the sole responsibility of the exhibitor. Exhibitors are responsible for securing these types of items in their own trailers, vehicles or security cages. Show management and Show Security will not be held responsible for the care, control, or storage of an exhibitor's inventory.

- ◆ Security cages are available for rent through A.M.K. System Rentals (773) 735-1600.

FREIGHT PRE-SHOW PLANNING

There are two options by which you can ship your exhibit materials and/or equipment to the Progressive Insurance Chicago Boat, RV and Outdoors Show:

OPTION 1

Advance Ship Dates: December 12, 2011 to January 4, 2012

ADVANCE SHIPMENTS (CARPET)

You may pre-ship your exhibit materials and/or equipment to the Events Expo warehouse (address below) where it will be stored at **NO CHARGE** provided that the exhibit materials are received on/after Monday, December 12, 2011 but on/before Wednesday, January 4, 2012.

- ◆ Shipments will only be received Monday thru Friday from 8:00 a.m. till 4:00 p.m.
(No weekend or holiday shipments will be received)
- ◆ All shipments must be crated, boxed or skidded. No uncrated or loose shipments will be accepted.
- ◆ **All exhibit materials must be insured for theft, damage or loss exclusively by the exhibitor or their agents prior to shipment to Events Expo.**
- ◆ All freight must be prepaid; no collect shipments will be accepted.
- ◆ Any shipments received prior to the December 12, 2011 advance ship start date will be charged per cwt (100 lb minimum).
- ◆ Any shipments received after the January 4, 2012 deadline will be billed charged per cwt (100 lb minimum).

Send WAREHOUSE shipments to:

EXHIBITOR (COMPANY) NAME
SPACE NUMBER
PROGRESSIVE INSURANCE CHICAGO BOAT, SPORTS & RV SHOW
c/o Events Expo
570 Rock Road Drive, Units L&M
East Dundee, IL 60118

OPTION 2

ADVANCE SHIPMENTS (FREIGHT)

You may pre-ship your exhibit materials and/or equipment to the ABF warehouse (address below) where it will be stored at **NO CHARGE** provided that the exhibit materials are received on/after Monday, December 12, 2011 but on/before Friday, January 4, 2012.

- ◆ Shipments will only be received Monday thru Friday from 8:00 a.m. till 4:00 p.m.
(No weekend or holiday shipments will be received)
- ◆ All shipments must be crated, boxed or skidded. No uncrated or loose shipments will be accepted.
- ◆ **All exhibit materials must be insured for theft, damage or loss exclusively by the exhibitor or their agents prior to shipment to ABF.**
- ◆ All freight must be prepaid; no collect shipments will be accepted.
- ◆ Any shipments received prior to the December 12, 2011 advance ship start date will be charged per cwt (100 lb minimum).
- ◆ Any shipments received after the January 4, 2012 deadline will be billed charged per cwt (100 lb minimum).

Send WAREHOUSE shipments to:

EXHIBITOR (COMPANY) NAME
SPACE NUMBER
PROGRESSIVE INSURANCE CHICAGO BOAT, SPORTS & RV SHOW
NMMA
ABF Advance Warehouse
5300 w 47th Street
Chicago IL 60638

OPTION 3

Direct Ship Dates: January 9-12, 2012

TARGETED/DIRECT SHIPMENTS - *DO NOT SEND USPS

Exhibitors may ship their display materials direct to show site. Show Management will store materials at **NO CHARGE** provided that the exhibitor's freight is received at show site on their assigned target date and time.

Note: Any exhibit materials arriving off target, will incur an additional service fee per hundredweight for late handling charges.

Send TARGETED/DIRECT shipments to:

EXHIBITOR (COMPANY) NAME

SPACE NUMBER

PROGRESSIVE INSURANCE CHICAGO BOAT, SPORTS & RV SHOW

McCormick Place North Building – Hall B1

2301 South Lake Shore Drive

Chicago, IL 60616

- ◆ All drivers making deliveries to the show that have not been mailed their window cards must first obtain the appropriate credentials (dock instructions and window card) from the staging office in the 31st Street Marshaling Yard. Shipments will not be accepted at McCormick Place loading docks without these credentials.

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/cartons on the front edge of exhibit space. "EMPTY" labels will be available at the Exhibitor Service Center Freight Desk (room N-229). **Do not store undisplayed products in empty containers!**

EXHIBITOR CARPET INSTALLATION

Bulk space exhibitors may contract to have their own carpet installed provided they complete and return the INSTALLATION AND DISMANTLE LABOR FORM found in the Events Expo packet under the **OTHER SERVICE PROVIDER FORMS TAB** by December 30, 2011 and pre-ship their carpet to the Events Expo Warehouse prior to January 4, 2012.

- ◆ All carpet must be in whole rolls, not a conglomerate of pieces
- ◆ Pre-shipped carpet must be contracted to be installed prior to your targeted move-in
- ◆ All Boat and RV exhibitors who elect to use their own carpet versus rental carpet and are having it installed by Events Expo MUST PRE-SHIP to the Events Expo warehouse by the January 4, 2012 deadline.

Boat or RV exhibitors who do not pre-ship their carpet if it is being laid by Events Expo will be charged for installation on a time and material basis. In addition, if there are any delays in unloading due to installation of carpet that is not laid prior to the target time, the exhibitor may be charged the minimum rate for the lost time of the crane, operator and (4) man crew.

OVERSIZED LOADS

Specific restrictions limit the use of highways on weekends and holidays when transporting oversized loads. Exhibitors are responsible for securing all required permits (State of Illinois, Cook County and/or City of Chicago) for transporting oversized loads. For assistance contact:

State of Illinois: (800) 252-8636

Cook County: (312) 603-1670

City of Chicago: (312) 744-4652

BOAT AND RV INSTALLATION INFORMATION

CRANE/FORKLIFT ALLOCATION OF BOATS, BRIDGES & TRAILERS

Booths that need to utilize a crane for unloading and reloading of boats off of/and onto a transport or trailer will be allotted a time period based on the size of their individual booth space (NO SHARING OF SPACE IS ALLOWED). Once an exhibitor has exceeded their specified time, the exhibitor will incur an hourly charge (Please see RIGGING ORDER FORM for current rates located under the **NMMA FORMS TAB**). The hourly charge is based on crane and labor cost. All charges will be billed on a hard card and signed by the exhibitor prior to any additional work being completed. Once crane and labor work is completed, a copy of the hard card will be given to you. PLEASE SEE BELOW FOR ALLOTTED TIME ALLOWED.

		INBOUND	OUTBOUND
Bulk Space:	50' x 100'	6 Hours	5 Hours
	50' x 50'	3 Hours	2 Hours
	25' x 50'	1 1/2 Hours	1 Hour
	25' x 25'	1 Hour	1 Hour

Exhibitors will not be additionally charged for unloading or reloading provided that:

1. Exhibitor has returned the CRANE & FORKLIFT SCHEDULING FORM to Show Management
2. Exhibitor has checked in his vehicle(s) at the staging office in the 31st Street Marshaling Yard as scheduled (one hour prior to target time).

Note: Exhibitors must supply adequate vehicles to move out all displays, boats, trailers, campers, and RV's in one trip. Turnarounds to and from the Marshaling Yard must be kept to a minimum to ensure that other exhibitors are not delayed. **Exhibitors missing their targets on either move-in/move-out will be billed accordingly.**

3. Driver is available to drive his vehicle to McCormick Place when it is his turn to unload or reload.
4. Each boat weighing 250 pounds or more is accompanied by proper stand or cradle on dollies.
5. Support racks/jacks are assembled and installed as the crane is ready to load.
6. Once boat is removed from trailer, driver must exit immediately.

Any late arrivals will be unloaded or reloaded after those checking in on schedule, with the late exhibitor liable for all handling charges incurred.

Unloading equipment will not be available after Tuesday, January 17, 2012.

SPECIAL NOTE TO RV EXHIBITORS

RV units must be positioned within your exhibit area, and must not have push-outs/extendors in the aisle(s). After the RV unit is driven to its proper location in the exhibit hall, all tanks must be sealed with tape or with a locking gas cap, and both terminal cables of the battery must be removed and taped. **Fuel tanks must not contain more than 1/8 tank of fuel.** Fuel levels will be checked prior to hall admittance. Any propane/LP gas tanks must be removed and taken from the hall. Keep your vehicle locked when left unattended.

CLEANING

Exhibitors may clean their own boats & RVs during regular set-up hours. Vacuuming of carpets may only be performed by a full-time employee of the exhibitor or this service must be contracted through Century. Please fill out and return the Booth Cleaning Order Form under the **OTHER SERVICE PROVIDER FORMS TAB**. Forms for carpet packages including carpet, padding, visqueen and cleaning are available under this same tab.

****NO OUTSIDE CONTRACTORS MAY PROVIDE THIS SERVICE.**

EXHIBIT REMOVAL

All exhibits must remain staffed and intact until the official show closing 5:00 p.m. Monday, January 16, 2012. All non-carriable items must be loaded through the loading docks or overhead doors. Exhibitors may exit the show floor through the Mezzanine Lobby with hand-carriable items **ONLY**. The Grand Concourse/Lobby will be closed during the move-out of the show.

MOVE-OUT SCHEDULE:

Monday, January 16	5:00 p.m. until 10:00 p.m. Hall B-1 (Targeted Boats) Hall B-2 (RV Exhibits) Hall B-1 & B-2 (Booth)
Tuesday, January 17	8:00 a.m. until 4:00 p.m. Hall B-1 (Targeted Boat)

- ◆ **All freight must be off the floor by 4:00 PM on Tuesday, January 17, 2012.**
- ◆ **A reminder Move-Out Notice will be distributed to exhibitors during the show dates regarding specific move-out instructions. Exhibitors are responsible for securing and notifying the appropriate staff and contractors of their targeted move-in and move-out dates and times.**

Exhibitors shipping exhibit materials via common carrier, van line or airfreight should fill out and drop off a bill-of-lading and alternate routing form at the Exhibitor Service Center room N-229 (NMMA Freight Desk).

For your convenience, NMMA will have representatives at our freight desk that can assist you in coordinating your outbound shipment. If you have an expedited shipment(s) immediately following the close of the show, please see the on-site ABF shipping agent to discuss shipping arrangements.

Very Important Notice

Targeted Boat Bulk exhibits should be the only exhibits left in the exhibit hall after 12:00 noon on Tuesday, January 17th, 2012. Any other boats, trailers, engines, RVs or exhibit material(s) remaining in the building after 12:00 noon on Tuesday, January 17th, 2012 will be removed/forced via Events Expo at exhibitor's expense and risk; unless vehicle(s) picking up materials have checked in and are waiting in the Marshaling Yard. Non-targeted boats, trailers, engines, RVs, exhibit material, or products remaining in the building after 12:00 noon on Tuesday, January 17th, 2012 **WITHOUT A BILL OF LADING (B/L)** will be shipped via Events Expo to the point of origin or warehouse at the exhibitor's expense and risk. **Any non-targeted boats, trailers, engines, RVs, exhibit material, or products remaining in the building after 12:00 noon on Tuesday, January 17th, 2012 WITH A B/L but has not been picked up by your designated carrier will be shipped via Events Expo to the point of origin or warehouse at the exhibitor's expense and risk.**