

## \*BULK & BOAT EXHIBITORS ONLY\*

### EXHIBIT INSTALLATION

Exhibit move-in will begin on **Wednesday, December 28**. You will be notified by fax of your specific targeted, move-in/out dates & times by December 16. PLEASE make note of your move-in target.

### INSTALLATION SCHEDULE

Wednesday, December 28  
Thursday, December 29  
Friday, December 30  
Saturday, December 31   \*\*Closed\*\*  
Sunday, January 1       \*\*Closed\*\*  
Monday, January 2  
Tuesday, January 3

\* Please complete the **BOAT INFORMATION** form on page 30 and return it by **November 7** to ensure that adequate time is given to your company for exhibit set-up.

**ADVANCE SHIPMENTS:** You may ship your exhibit materials and/or equipment to the Convention Drayage warehouse facility where it will be stored. This service includes 30 days free storage prior to the show, transport to the Jacob K. Javits Convention Center loading docks, and delivery to your space. Your empty crates are then stored and returned to you at show break. Once repacked, they are loaded onto outbound carriers from the Javits Center.

All this is done without charge to you, the exhibitor—NMMA pays these equipment and labor costs.

### LABEL ADVANCED SHIPMENTS AS FOLLOWS:

#### TO WAREHOUSE:

To be received by December 23 at Noon

EXHIBITOR (COMPANY) NAME  
SPACE NUMBER  
Progressive Insurance New York Boat Show  
c/o ABF Freightways  
414 Maspeth Ave.  
Brooklyn, NY 11211  
Phone #: (800) 654-7019

The Advanced Warehouse will receive crated, boxed or skid shipments as early as **November 28**. Weekend deliveries cannot be accepted at the warehouse, please plan accordingly. No uncrated or loose shipments will be accepted. **Shipments will be received until Noon on Friday, December 23.**

All freight must be shipped prepaid. No collect shipments will be accepted. All shipments/materials should be documented on a straight bill-of-lading and a copy sent to advanced warehouse at the above address.



**EXHIBITOR CARPET INSTALLATION:**

Bulk space exhibitors may have their own carpet installed provided they complete and return the EXHIBITOR CARPET INSTALLATION FORM in the Order Forms section, and pre-ship their carpet to the Advanced Warehouse prior to December 5. Carpet rolls should be clearly marked Attn: Metropolitan Exposition. Carpet must be in whole roll(s), not a conglomerate of pieces. A layout indicating how carpet is to be installed in space is also required. Pre-shipped carpet will be installed before your scheduled move-in time. THIS IS HIGHLY RECOMMENDED. The charge for carpet installation is due and payable with your advance order.

**All exhibits must be set and operational by 10am, Wednesday, January 19.**

**DIRECT SHIPMENTS:** Exhibitors delivering boats or exhibit materials directly to the Javits Center will be mailed a specific move-in date & time by **December 2** indicating when your shipment will be received and delivered to your exhibit space.

**LABEL ADVANCED SHIPMENTS AS FOLLOWS:**

**TO JAVITS/SHOW SITE:**  
To be received on/after December 29  
  
EXHIBITOR (COMPANY), SPACE NUMBER  
PROGRESSIVE INSURANCE NEW YORK BOAT SHOW  
c/o Jacob K. Javits Convention Center  
39<sup>th</sup> Street & 12<sup>th</sup> Avenue  
New York, NY 10001

The Javits Center has no facility to receive direct shipments that arrive before your assigned move-in date. Please do not direct shipments to arrive before this date. If necessary, forward shipments to the warehouse.

**It is imperative that your carrier be scheduled to arrive on your target date & time. All drivers making freight deliveries to the show must first obtain the appropriate credentials (move-in card and dock instructions) from the Inbound Freight Office located on 39<sup>th</sup> Street between 11<sup>th</sup> and 12<sup>th</sup> Avenues (behind the center, underneath the ramp). Shipments will not be accepted at the Javits Center docks without these credentials.**

Drivers are also required to stay with their vehicles while waiting, so that they can be dispatched to the convention center on quick notice.

**OVERSIZE LOADS:** Specific restrictions limit the use of highways on weekends and holidays when transporting oversized loads. Be sure to secure all required permits (New York State/City of New York and State of New Jersey) for transporting oversize loads.

Restrictions for travel will be given when permits are received. Call the NY Dept. of Over Dimension vehicles/permits for assistance.

In New York State: Carriers with load dimensions greater than 8' wide, 13.5' high and 35' long (single vehicle) or 55' long (combo vehicle) may not travel during daylight hours (5 am – 10 pm).

In New Jersey: Carriers with load dimensions greater than 8' wide and/or exceeding 63' in length may only travel during daylight hours.

**For assistance contact:**

New Jersey Department of Over-dimension Vehicles/Permits (609) 633-9413  
New Jersey Motor Carriers (609) 633-9400  
New York City/State, Department of Transportation, Bureau of Permits (212) 341-3726

For more information, you can visit the website.

<http://www.nyc.gov/html/dot/html/motorist/oversize.shtml>



In New York City:

Days and Time of Travel	Limits	Travel Restrictions
Monday-Thursday 10 AM - 4 PM	Up to 10' Wide 99' 11" Long	None
Friday (and day before holiday) 10 AM - 3 PM	Up to 10' Wide 99' 11" Long	None
Monday-Friday 11 AM - 2 PM	Up to 11'11" Wide * 99' 11" Long 13'6" high, 80,000 lbs *	Only GWB or Westchester I95 To 495 via interstate ONLY
Monday-Thursday 10 AM - 5:30 AM	All Loads	None
Saturday 12:01 AM - 5:30 AM	Up to 100' Long	None
Monday	Up to 100' Long	None

\* Throgs Neck Bridge restriction: No loads over 9'6" wide, 80,000 lbs. can cross during daytime hours. These loads must go at night.

Loads 14' in height and under can travel during the day; anything over 14' must go at night.

For more information, contact the DOT Authorized Parking and Permits Bureau at (718) 433-3237.

**BOAT HANDLING:**

Access to the Javits Center is scheduled according to the location of exhibition space and the movement of boat handling equipment. Move-in times are assigned in order to accommodate everyone's handling needs, to utilize manpower and equipment efficiently, and to control traffic. Exhibitors will not be charged for handling services provided that:

1. Exhibitor or display supervisor has returned the **BOAT INFORMATION FORM (Pg. 30)**, listing boat(s) and their handling needs, including extra bridge or hard top work. A layout indicating boat placement is also necessary.
2. Exhibitor has arrived at least one hour prior to his target time and checked in at the marshalling yard, (**Javits Center Lot, 33<sup>rd</sup> Street between 11<sup>th</sup> and 12<sup>th</sup> Avenues – see map on pg. 16**) and driver is available to drive the vehicle into the Javits Center when it is time to unload. **ALL Vehicles must be removed immediately after unloading.**
3. Exhibitor is on hand to supervise boat placement within the exhibit space.
4. Boats are accompanied by the proper weight bearing, pre-assembled trailer, cradle, dolly or stand. **Wooden blocks and jack stands (chained together to ensure stability) are recommended.**

**NOTE: A \$500 per hour fee can be assessed to any exhibitor who causes a delay in schedules due to arrival past an assigned target time, double handling of boat(s) or equipment, wait-time stemming from "hard sets" onto blocks, unprepared cradle supports, or not pre-shipping carpet.**

**ELIMINATE DELAYS!**

You can help eliminate costly delays by planning ahead:

Fax or send the Boat Information sheet with scaled booth layout and installation information. Kindly include contact information.

Advance order electrical service for your exhibit prior to your boat move-in time.

Pre-ship your carpet and pre-order carpet installation to be completed prior to your boat move-in time.

Have all personnel, product and dollies/boat supports ready for placement.

**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 NMMA Freight Desk in the lobby. **Do not store products in empty containers.**



## EXHIBIT REMOVAL

**All exhibits must remain staffed and intact until the official show closing (6:00 p.m., Sunday, January 23).** At this time, aisle carpeting will be removed (taking approximately two hours), and the exhibit floor prepared for the return of empty crates. It will take approximately four to six hours to return all empty crates to all exhibitors.

### **Upon completion of repacking....**

Exhibitors may “hand carry” small items (without the use of hand trucks or dollies) when leaving Sunday night, but must show their Exhibitor Credential (and/or personal identification) upon request before exiting.

Exhibitors shipping exhibit materials should fill out and drop off a bill-of-lading at the NMMA Freight Desk. Bill-of-lading, empty stickers and storage stickers are also available at this location. For your convenience, “common carriers” will be represented at our freight desk and can assist you in coordinating your outbound shipment.

**\* All exhibit materials and equipment must leave the building by 10:00 a.m. on Monday, January 9.** Any boat trailers, engines, motors or exhibit materials remaining in the building after the above date will be removed to storage at exhibitor’s expense and risk or removed from the floor and scrapped in order to clean the floor for the next exposition.

**All trailers, boats and trucks must be removed from the marshalling yard no later than 3PM on Tuesday, January 10.**