

BOOTH EXHIBITORS ONLY

EXHIBIT INSTALLATION

The installation schedule for booth exhibitors in the Progressive Insurance New York Boat Show is as follows:

Friday, December 30	8:00am – 4:00pm Limited booth area move in only *
Saturday, December 31	Closed
Sunday, January 1	Closed
Monday, January 2	8:00am - 4:00pm
Tuesday, January 3	8:00am - 4:00pm

THERE IS NO LABOR ON AFTER 4:00PM

Booth Exhibitors can check in directly at the trailer at 39th Street & 12th Avenue (behind the center) per the above schedule.

To ensure a smooth and efficient show installation, ship all equipment and/or display materials to ABF Warehouse. This warehouse service includes 30 days FREE storage prior to the show, transport to the Javits Center loading docks and delivery to your booth space. Your empty crates are then stored, and returned to you at show break. Once repacked they are loaded onto outbound carriers from the show floor.

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

LABEL SHIPMENTS AS FOLLOWS:

TO ADVANCED 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

TO JAVITS CENTER:

To be received on/after December 29

EXHIBITOR (COMPANY) NAME
SPACE NUMBER

Progressive Insurance New York Boat Show
NMMA Freight Dept.
c/o Jacob K. Javits Convention Center
39th Street at 12th Avenue
New York, NY 10001

The Advanced Warehouse will receive crated, boxed or skidded shipments as early as **Monday , November 23**. 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 the Advanced Warehouse at the above address.

Exhibit materials directed to the warehouse before December 23 will be delivered to your booth and ready for you to begin setting up by 8:00am, December 30

All exhibits must be set and operational by 10:00am on Wednesday, January 4.



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 and STORAGE" labels will be available at the Metro Service desk in the Crystal Palace Lobby.
Do not store un-displayed products in empty containers.

EXHIBIT REMOVAL

All exhibits must remain staffed and intact until the official show closing (6:00 pm, Sunday, January 8). At this time, aisle carpeting will be removed and the exhibit floor will be 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 evening, but must show their Exhibitor Credential (and/or personal identification upon request) before exiting and re-entering. All other items should be prepared for early morning pick-up.

Exhibitors shipping exhibit materials should fill out and drop off a bill-of-lading at the NMMA Freight Desk. Bills-of-lading, storage and empty labels are also available at the Freight Desk during the show.

For your convenience, "common carriers" will be represented at our freight desk and can assist you in coordinating your outbound shipment.

NMMA will "force" shipments if not removed by **Noon on Monday, January 9** (Exhibitors will be charged for this service). The NMMA cannot take responsibility for loss/damage to shipments forced from the show floor.