

# Move-In Instructions

## MOVE-IN DATE & TIME:

\***IMPORTANT: Move-in will start on Tuesday, March 14<sup>th</sup>, 2017 at 8:00AM.** However, exhibitors can bring boats down to be stored at the Suburban Collection Showplace all day Monday, but this is at your own risk. There is no security provided. These boats must be stored in the West and East lots only. Boats left in the South lot will be towed.

- \* You must adhere to your move-in time and date.
- \* Requests for a change in time and date in advance of the start of move-in must be approved and confirmed with the boat show operations manager.
- \* If you miss the designated move-in time which results in other exhibitors needing to be moved to accommodate your late arrival or causes a move-in delay resulting in additional costs for the boat show, you will be billed accordingly.
- \* All shipments may arrive no more than one month prior to the start of the show (pg. 7 of General Information).

## NO MOVE-IN ALLOWED IF:

- \* Products are not **new** models (Current and non-current models may be displayed if they have not been previously titled/registered).
- \* There is any balance due on your exhibit space. (Cleared funds will be required - cashier's check or money orders; no personal or corporate checks will be accepted!) Contact Danielle Baldrige at 734.261.0123 (Ext. 1), should you have any questions.
- \* Certificate of insurance for the proper insurance coverage and **naming MBIA as "an additional insured"** is not on file.

## IMPORTANT:

- \***THE MBIA DOES NOT PROVIDE THE USAGE OF FORK LIFTS, IF YOU REQUIRE THE USAGE OF A FORK TRUCK, SEE PAGE 16 OF THE CONTRACTOR FORMS, TO ORDER FORK LIFT & LABOR.**
- \***CEILING HEIGHT IS 24'.** EAST AND WEST FREIGHT DOORS TO THE EXHIBITION HALL ARE 20' BY 20' AND FREIGHT DOORS ON THE NORTH SIDE ARE 14' (w) AND 16' (Ht). CHECK WITH MOVE-IN CREW PRIOR TO ENTERING EXHIBITION HALLS. REMOVE VEHICLES AND TRAILERS IMMEDIATELY AFTER UNLOADING.

## PREPARATION:

- \* Have all your exhibit materials ready to unload at one time.
- \* Have your display and materials as completely assembled as possible in advance before entering the doors to the hall.

### **MOVE-IN PROCEDURES:**

- \* There is no Marshalling yard off-site for boat and trailer storage; move-in and out will be conducted on site.
- \* No vehicles or boats may be left in Suburban Collection Showplace parking lots overnight. Security will only be provided inside the Hall.
- \* Move-in doors will be identified for move-in traffic only.
- \* Please adhere to directions from the move-in crew regarding ingress and egress.
- \* Please review the attached map showing the door entrances/exit as well as the traffic pattern.
- \* All **exhibitors must** check with the move-in staff at the entrance to Suburban Collection Showplace for instructions.

**WARNING- without clearance, you and your vehicles, etc., will not be allowed to enter the hall.**

### **INSTALLATION & SET-UP:**

- \* You may completely set-up your display on your own including laying carpet. There will be a limited number of labor personnel on site to be used at the discretion of the Operations Manager. You may hire, at your expense, labor from Art Craft Display Company.
- \* Have someone of authority representing you at all times at your exhibit space to supervise placement of your boats and exhibit materials.
- \* Exhibitor vehicles and equipment must be unloaded and removed from the hall immediately. The MBIA, at its discretion, has the right to move a vehicle or equipment, or have it towed at the owner's expense.
- \* Deliveries will be accepted only at your assigned date and time.
- \* No delivery will be accepted before 8:00am or after 4:00pm.

### **CEILING & DOOR WIDTHS:**

- \* **Ceiling heights are 24 ft.** maximum height.
- \* **East and West doors are 20' by 20' and north freight doors are 14' by 16' (ht).**

### **CARPETING:**

- \* The MBIA highly recommends that you have plastic installed over your carpet to protect it from tears and soil damage; it is impossible to ensure no damage to carpet as a result of both equipment and personnel moving throughout the hall. It is an inherent risk during set-up and breakdown. The MBIA and Suburban Collection Showplace will not be responsible for carpet damage as a result of move-in and move-out activities.

### **STORAGE:**

- \* Limited exhibit hall storage space is available.
- \* Crates, cartons, etc. may be stored at no extra cost in designated storage areas.
- \* These areas will be open one hour before the show opens and closed one-half hour after the show closes for access by exhibitors.

# Move-Out Instructions

## MOVE-OUT DATE & TIME:

\* Exhibitors are **REQUIRED to move out of the exhibit hall Sunday night, March 19, 2017**; boats may be left in the parking lot Sunday night but all exhibits, boats and trailers must be removed from the hall. Because of this, security will be provided in parking lots by SCS on Sunday night and you may leave products in the lots to be picked up no later than 4:30pm on Monday, March 20th.

\* Consumers pay to see an entire show. Those exhibitors who are discovered dismantling their display prior to 6:00pm Sunday may face the loss of their next year's space reservation.

\* **The parking lot must be completely empty by 4:30 PM Monday, March 20, 2017.** Anything which still remains, for whatever reason, will be removed at the owner's expense and the MBIA, Suburban Collection Showplace and other related organizations are not responsible for exhibitor's property. Please help Suburban Collection Showplace and have your display and boats out of the exhibit hall on time.

\* **No shrink wrapping** will be allowed in the exhibit hall due to fire prevention considerations and move-out delays.

Other important information regarding move-out:

- All doors will be open for move-out starting at 6:00pm – We must be finished by midnight.
- Art Craft Service desk will be set up by 5pm to take forklift orders – get your name on the list.
- Parking attendant is pulled at 5pm so no parking passes needed for those coming to pick up boats.
- There is no move-out order, but for obvious reasons we want people in the back of the hall to move-out quickly. Those in the front of the hall should breakdown but wait until there is clear path to exit. We do not want to jam up the aisles.
- Absolutely nothing can go out the front doors of the Suburban Collection Showplace.
- MBIA's crew: Brian Starrs and Bethany Sly will coordinate the move-out starting at 6pm and assisting Art Craft staff to help where needed. They will be on blue carts.
- You may return as early as 7am Monday morning to pick up boats left overnight.
- Please do not break down prior to 6pm. Consumers (your customers) have paid to see the show and they are entitled to experience the event in its entirety and with full attention from exhibitors.

As always, we thank you for exhibiting and for your help making this a smooth move-out process.

- Your MBIA Staff