



## **OPEN AREA MOVE-IN SCHEDULE**

MOVE-IN must go according to schedule in order to accommodate everyone. Please have all construction completed in advance of move-in; make it "pre-fab". NO PAINTING IS PERMITTED IN BUILDING!!! There are (2) drive-in freight doors in the rear of the building and (2) on the East end of the building.

NO SIGNS OR BANNERS MAY BE HUNG FROM ANY BUILDING STRUCTURE. This includes ceilings, columns, air conditioning units and utility lines. Those exhibitors who construct ramps or stairs must check your space carefully to determine that they are sturdy and not too steep. SCAFFOLDING, RAMPS, AND STAIRS (3 STEPS AND HIGHER) MUST HAVE HANDRAILS ON BOTH SIDES AND MID RAILS AS REQUIRED BY OUR INSURANCE CARRIER. CONSTRUCT AND PAINT BEFORE ARRIVING AT THE BUILDING.

Only boats, motors and trailers are to be displayed in open area exhibits. Reminder: There must not be any solid construction over 3' high in open area space. THIS INCLUDES LARGE STANDING SIGNS & POSTERS. Closing booths may be 5', NO HIGHER.

### **FRIDAY, MAY 29<sup>TH</sup>, BEGINNING AT 8:30 A.M. – 7:00 P.M.**

1001, 1102, 1203, 1221, 1301, 1302, 1303, 1320, 1401, 1421, 1500, 1501, 1601, 1665, 1700 and 1765

### **FRIDAY, MAY 29<sup>TH</sup>, BEGINNING AT 2:00 P.M. – 7:00 P.M.**

1021, 1120, 1423 and 1520

### **SATURDAY, MAY 30<sup>TH</sup>, BEGINNING AT 8:30 A.M. – 7:00 P.M.**

1243, 1245, 1344, 1443, 1542, 1621, 1643 and 1720

### **SATURDAY, MAY 30<sup>TH</sup>, BEGINNING AT 2:00 P.M. – 7:00 P.M.**

1043, 1065, 1142, 1465 and 1564

### **MONDAY, JUNE 1<sup>ST</sup>, BEGINNING AT 8:30 A.M. – 7:00 P.M.**

1162, 1165, 1365, 1741 and 1742

**NO VEHICLES WILL BE PERMITTED IN THE BUILDING AFTER MONDAY, JUNE 1<sup>ST</sup>.**

Exhibitors Must Hand Carry Or Dolly Merchandise As Of Tuesday, June 2<sup>nd</sup>. Call us at 713-526-6361 with any questions regarding move-in.



## **10'x10' BOOTH MOVE-IN SCHEDULE**

MOVE-IN must go according to schedule in order to accommodate everyone. There are (2) drive-in freight doors in the rear of the building and (2) on the East end of the building.

NO SIGNS OR BANNERS MAY BE HUNG FROM ANY BUILDING STRUCTURE. This includes ceilings, columns, air conditioning units and utility lines.

CARPET: IF YOU PLAN TO CARPET ANY PART OF YOUR EXHIBIT AREA AT THE SHOW Carpet must be pre-cut to fit only in the area of your contracted space, and carpet must not extend into any other areas including traffic aisles. The decorator must be able to secure aisle carpet properly with no obstructions.

Reminder: No booth exhibit may exceed the 8' backdrop height or the 3' side divider height. Sidewalls cannot extend more than 6' from the 8' backdrop.

IF YOU WANT TO COLOR COORDINATE YOUR EXHIBIT AREA: The Aisle Carpet Will Be Red and The 10' x 10' Booths Will Have Red, White and Blue Back Drapes and Red Side Divider Drapes.

### **SUNDAY, MAY 31<sup>ST</sup>, BEGINNING AT 8:30 A.M. – 7:00 P.M.**

121, 123, 125, 127, 129, 131, 133, 135, 137, 139, 220, 222, 224, 226, 228, 230, 232, 234, 236, 238, 321, 323, 325, 327, 329, 331, 333, 335, 337, 339, 420, 422, 424, 426, 428, 430, 432, 434, 436, 438, 521, 523, 525, 527, 529, 531, 533, 535, 537, 539, 620, 622, 624, 626, 628, 630, 632, 634, 636, 638

### **SUNDAY, MAY 31<sup>ST</sup>, BEGINNING AT 2:00 P.M. – 7:00 P.M.**

143, 145, 147, 149, 151, 153, 155, 157, 159, 161, 242, 244, 246, 248, 250, 252, 254, 256, 258, 260, 343, 345, 347, 349, 351, 353, 355, 357, 359, 361, 442, 444, 446, 448, 450, 452, 454, 456, 458, 460, 543, 545, 547, 549, 551, 553, 555, 557, 559, 561, 642, 644, 646, 648, 650, 652, 654, 656, 658, 660

**NO VEHICLES WILL BE PERMITTED IN THE BUILDING AFTER MONDAY, JUNE 1<sup>ST</sup>.**

Exhibitors Must Hand Carry Or Dolly Merchandise As Of Tuesday, June 2<sup>nd</sup>. Call us at 713-526-6361 with any questions regarding move-in.



## SHOW MOVE OUT

Move out will begin one hour after the show closes on Sunday, June 7<sup>th</sup>. The building will close at midnight the night of the 7<sup>th</sup>.

Move out will resume Monday, June 8<sup>th</sup> at 9:00 A.M. The building must be clear by 5:00 P.M. on June 8<sup>th</sup>.

All exhibitors moving out may exit through any freight door if the way is free and clear and does not interfere with another exhibitor.

Show Management recommends that booth exhibitors do not leave their exhibits unmanned until completely moved out.

**WE REALIZE EVERY EXHIBITOR IS ANXIOUS TO GET PACKED AND LOADED AS SOON AS POSSIBLE AFTER SHOW CLOSE. WE REMIND YOU, PLEASE BE COURTEOUS AND RESPECTFUL OF ALL OTHER EXHIBITORS TRYING TO EXIT JUST AS QUICKLY.**

### DO'S AND DON'TS FOR ALL EXHIBITORS:

- ✓ DO: Hand carry or dolly merchandise only thru rear walk-thru doors (exhibitors' entrance).
- ✓ DO: If you plan to leave a structure in the building until Monday, move it to a wall and out of the way of other exhibitors trying to move out.
- ✗ DON'T: Leave your booths unmanned until completely moved out.
- ✗ DON'T: **Place anything on aisle carpet.** Freight doors cannot be raised until aisle carpet has been rolled up.
- ✗ DON'T: Try to bring a vehicle into the building until after 8 p.m.
- ✗ DON'T: Bring move-out personnel into the building until after 5 p.m. on Sunday.

If you have any questions or if the Boat Show Staff can assist you in any way, please call our office at 713-526-6361.