

Schaumburg **BOAT & SPORTSHOW**

Produced by
NMMA

MOVE-IN SCHEDULE

Boat exhibitors – please complete the Target Move-In Form (**NMMA ORDER FORMS TAB**) to ensure that adequate time is given to your company for exhibit set-up and to avoid unnecessary charges.

Wednesday, February 137:00 a.m. to 5:00 p.m.
.....Targeted Boat Exhibits

Thursday, February 147:00 a.m. to 12:00 p.m.
.....Booth Exhibits

*****This show is 100% roll-in. All boats must be moved in on trailers. One (1) elephant door will be open on the north end of the convention center. There will be two (2) forklifts available on show site. There will be NO cranes to lift boats.**

*****This is a right-to-work facility. Except for hanging signs, exhibitors are not required to use union labor but it will be available if needed. All self-assembly is the responsibility of the exhibitor to disassemble and clean upon move-out.**

Target time notices with specific times will be sent to all exhibitors approximately thirty (30) days prior to the show. If you do not receive a notice by Wednesday, January 9, 2008, please contact Nick Ligammari at (312) 946-6279.

MARSHALLING YARD

Marshalling Yard(s) will be available for move-in and move-out to bulk boat exhibitors at no charge. Refer to the Marshalling Yard Map on the following page for locations. We will notify you upon any changes.

SNOW & ICE REMOVAL INFORMATION

Due to the fact that electrical ports are located in the floor of the convention hall and the significant amount of damage/flooding melting snow and ice may cause, 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, BOATS, TRAILERS, BOAT COVERINGS, SHRINK-WRAP, AND STORAGE COVERS ARE CLEANED OF EXCESSIVE SNOW AND ICE.** Removal of residual ice and snow may be done in the Marshalling Yard and any equipment needed for such removal is the responsibility of the exhibitor. All vehicles will be checked thoroughly prior to entry on the show floor and will be refused access to the building until all snow and ice has been removed in the Marshalling Yard.

BULK INVENTORY STORAGE

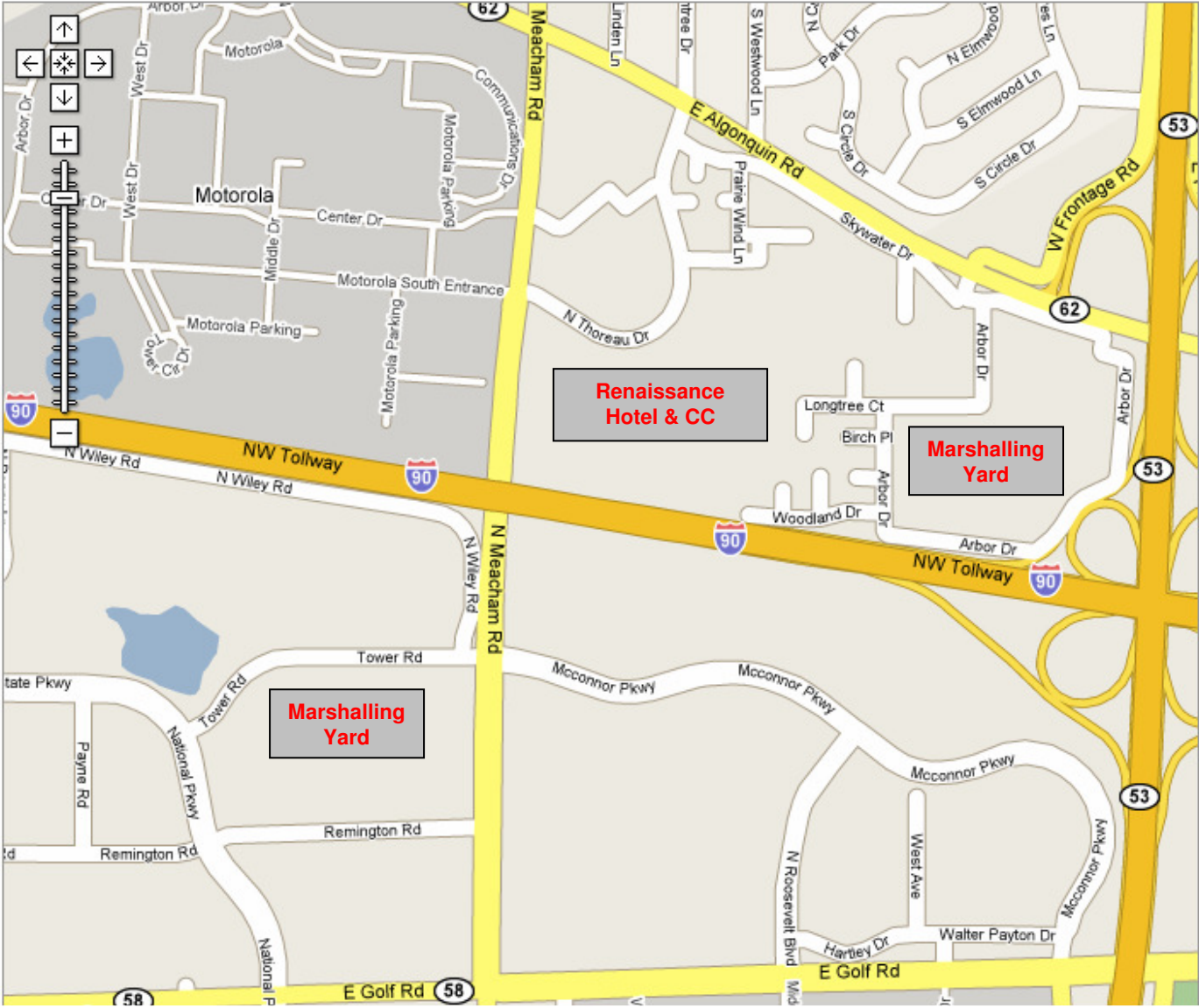
Bulk storage of exhibit retail inventory (i.e. luggage, coolers, sunglasses, etc) is the sole responsibility of the exhibitor. Exhibitors are responsible for securing these types of items in their own trailers, vehicles, or security cages. Show management and Show Security will not be held responsible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

- ◆ Security cages are available for rent through AF Services, Inc. (630) 279-0500. See the rental form under the **OTHER SERVICE PROVIDER FORMS TAB**.

MARSHALLING YARD MAP

For questions prior to move-in, please contact Nick Ligammari at 312.946.6279 or nligammari@nmma.org.

For assistance at the show, feel free to contact the on-site Show Office at (847) 303-4328.



SECURITY PRECAUTIONS

- Ship trunks or crates locked. 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 AF Services, Inc. (630) 279-0500. See rental form under the **OTHER SERVICE PROVIDER FORMS TAB**.
- 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 F) 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 Show Office (Room F) immediately.
- Booth Security Service is available. See form under **OTHER SERVICE PROVIDER FORMS TAB**.

FREIGHT PRE-SHOW PLANNING

There are two options by which you can ship your exhibit materials and/or equipment to the Schaumburg Boat & Sportshow:

Option 1

Advance Ship Dates: January 15, 2008 to February 8, 2008

ADVANCE SHIPMENTS

You may pre-ship your exhibit materials and/or equipment to the Regency warehouse where it will be stored at **NO CHARGE** provided that exhibit materials are received beginning Tuesday, January 15, 2008, and ending on Friday, February 8, 2008.

- ◆ Shipments will only be received Monday thru Friday from 7:00 a.m. till 2:30 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 Regency.**
- ◆ All freight must be prepaid; no collect shipments will be accepted.
- ◆ Any shipments received prior to the January 15, 2008 advance ship start date will be charged \$20.00 per cwt (100 lb minimum).
- ◆ Any shipments received after the February 8, 2008 deadline will be billed \$30.00 per cwt (100 lb minimum).

Send ADVANCE WAREHOUSE shipments to:

EXHIBITOR (COMPANY) NAME
BOOTH NUMBER
2008 SCHAUMBURG BOAT & SPORTSHOW
c/o Regency Exposition Services, Inc.
3412 N. River Road
Franklin Park, IL 60131

OPTION 2

Direct Ship Dates: February 13 – 14, 2008

TARGETED/DIRECT SHIPMENTS

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 be charged a \$40.00 service fee per hundredweight for late handling charges.

Send TARGETED/DIRECT shipments to:

EXHIBITOR (COMPANY) NAME
BOOTH NUMBER
2008 SCHAUMBURG BOAT & SPORTSHOW
Renaissance Schaumburg Convention Center
1551 N. Thoreau Dr.
Schaumburg, IL 60173

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 (Room F). **Do not store undisplayed products in empty containers.**

EXHIBITOR CARPET INSTALLATION

Bulk space exhibitors may contract to have their own carpet installed by Regency provided they complete and return the Bulk Carpet Installation Form (**REGENCY ORDER FORMS**) by January 14, 2008 and pre-ship their carpet to the Regency Warehouse prior to January 30, 2008.

- ◆ 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 exhibitors who elect to use their own carpet versus rental carpet **MUST PRE-SHIP** to the Regency Exposition warehouse by the January 30, 2008 deadline.

Because this is a right-to-work facility, exhibitors may opt to lay their own carpet. You may choose to ship your own carpet to the Regency warehouse in advance or bring your carpet with you.

In either case, boat exhibitors are responsible for ensuring their carpet is laid down **BEFORE** their target move-in time. Exhibitors will be held liable and **CHARGED** for all handling delays and for any damages from laying their own carpet.

Upon move-out, the exhibitor is responsible for removing all self-laid carpet and any adhesives used. The floor should be returned to the state in which it was prior to move-in. Any items that are not completely removed will be done so at the expense and liability of the exhibitor.

BOAT INSTALLATION INFORMATION

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

1. Exhibitor has returned the TARGET MOVE-IN SURVEY to Show Management
2. Exhibitor has checked in his vehicle(s) at the Marshalling Yard as scheduled (one hour prior to target time).

Note: Turnarounds to and from the Marshalling 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 the Renaissance Schaumburg Convention Center when it is his turn to move-in.

***Any exhibitor who arrives late or has a delay in laying their own carpet will be moved-in after those checking in on schedule, with the late exhibitor liable for all handling charges incurred.

Note: This is a 100% roll-in show, unloading equipment will not be available after Wednesday, February 13, 2008.

CLEANING

Exhibitors may clean their own boats and booth area 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 (may be through Regency). Please fill out and return the Booth Cleaning Order Form if needed under the **OTHER SERVICE PROVIDER FORMS TAB**. Carpet packages including carpet, padding, visqueen and cleaning are available; the form is under the **OTHER SERVICE PROVIDER FORMS TAB**.

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

HANGING SIGNS

Viper Tradeshow Services has the exclusive hanging signs service contract for the Renaissance Schaumburg Hotel & Convention Center. Their on-site service center is in Room B. If you require this service, it must be ordered through Viper (**OTHER SERVICE PROVIDER FORMS TAB**).

EXHIBIT REMOVAL

All exhibits must remain staffed and intact until the official show closing 5:00 p.m. Sunday, February 17th, 2008. All non-carriable items must be loaded through the loading docks or overhead doors. Exhibitors may exit the show floor through the front entrance of the convention center with hand-carriable items ONLY.

MOVE-OUT SCHEDULE:

Sunday, February 17	5:00 p.m. until 10:00 p.m. Targeted Boat Bulk Booth Exhibitors
----------------------------	---

- ◆ **All freight must be off the floor by 12:00 midnight on Sunday, February 17TH, 2008.**
- ◆ **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 NMMA Freight Desk in the Show Office (Room F).

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

Any boats, trailers, engines, exhibit materials, or products remaining in the building after 10:00 p.m. on Sunday, February 17th, 2008 will be removed/forced via Regency/ABF at exhibitor's expense and risk; unless vehicle(s) picking up materials have checked in and are waiting in the Marshalling Yard. Any boats, trailers, engines, exhibit materials, or products remaining in the building after 10:00 p.m. on Sunday, February 17th, 2008 WITH a BILL OF LADING (B/L) will be shipped via Regency/ABF to the shipment address indicated on the B/L or the warehouse at the exhibitor's expense and risk. **Any boats, trailers, engines, exhibit materials, or products remaining in the building after 10:00 p.m. on Sunday, February 17th, 2008 WITHOUT A B/L but has not been picked up by your designated carrier will be shipped via Regency/ABF to the point of origin or warehouse at the exhibitor's expense and risk.**