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## **MOVE-IN SCHEDULE**

Sunday, March 21	.....8:00 a.m. to 6:00 p. m. BULK/SCHEDULED EXHIBITORS ONLY
Monday, March 22	8:00 a.m. to 6:00 p.m. BULK/SCHEDULED EXHIBITORS ONLY
Tuesday, March 23	8:00 a.m. to 8:00 p.m. BOOTH EXHIBITORS
Wednesday, March 24	8:00 a.m. to 11:00 a.m. BOOTH EXHIBITORS

## **Marshalling Yard**

***All Exhibitors must first check in at the security booth at the Marshalling Yard entrance at the assigned move-in time.*** After unloading your boats in your designated space, your vehicle needs to be moved off the show floor and out of the Marshalling Yard. There is parking available in the parking ramps around the Minneapolis Convention Center.

## **SNOW & ICE REMOVAL INFORMATION**

Due to the fact that the electrical ports are located in the floor of the convention hall, and the significant amount of damage from melting snow and ice has caused in the past, 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 ARE CLEANED OF EXCESSIVE SNOW AND ICE.** Any residual ice and snow must be removed at the Marshalling Yard with the power washer provided by Show Management, specifically for Hall B. All vehicles will be checked thoroughly prior to entry to the show floor and will be refused access to the building until all snow and ice has been removed. Boat exhibitors must also have snow and ice removed storage covers and trailers.

# SECURITY PRECAUTIONS

## **SUGGESTIONS & PRECAUTIONS**

- Ship locked trunks or crates. Avoid using small cartons for shipping products.
- Do not indicate contents on shipping container.
- Furnish your carrier with accurate bills-of-lading.
- 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 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 an employee should remain with the exhibit until all products have been repacked.
- Report any damaged or lost cartons to the Show Office immediately.
- The Northwest Sportshow will hire a Minneapolis Police Officer for over night security. This is a courtesy service and we still strongly suggest removing any items of value.

## **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.

## **EXHIBIT REMOVAL**

All exhibits must remain staffed and intact until the official show closing 5:00 p.m. Sunday, March 28, 2010. All non-carriable items must be loaded through the loading docks or overhead doors.

### **MOVE-OUT SCHEDULE:**

<b>Sunday, March 28</b>	<b>5:00 p.m. until 12:00 a.m.</b>
<b>Monday, March 29</b>	<b>8:00 a.m. until 3:00 p.m.</b>

- ◆ **A reminder Move-Out Notice will be distributed to exhibitors with their Move-In Schedule 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 Brede Exposition Service's desk.

### **Very Important Notice**

Targeted Boat Bulk and/or Recreational Vehicles should be the only exhibits left in the marshalling yard after 3:00 p.m. on Monday, March 29<sup>th</sup>, 2010. Any boats, trailers, engines, RVs or exhibit material(s) remaining in the building after 3:00 p.m. on Monday, March 29<sup>th</sup>, 2010 will be removed via Brede Exposition Services at exhibitor's expense and risk; unless vehicle(s) picking up materials have checked in and are waiting in the marshalling yard. Any non-targeted boats, trailers, engines, RVs, exhibit material, or products remaining in the building after 3:00 p.m. on Monday, March 29<sup>th</sup>, 2010 WITHOUT A BILL OF LADING (B/L) will be shipped via Brede Exposition Services to the point of origin or warehouse at the exhibitor's expense and risk. Any non-targeted boats, trailers, engines, RVs, exhibit material, or products remaining in the building after 3:00 p.m. on Monday, March 29<sup>th</sup>, 2009 WITH A B/L but has not been picked up by your designated carrier will be shipped via Brede Exposition Services to the point of origin or warehouse at the exhibitor's expense and risk.