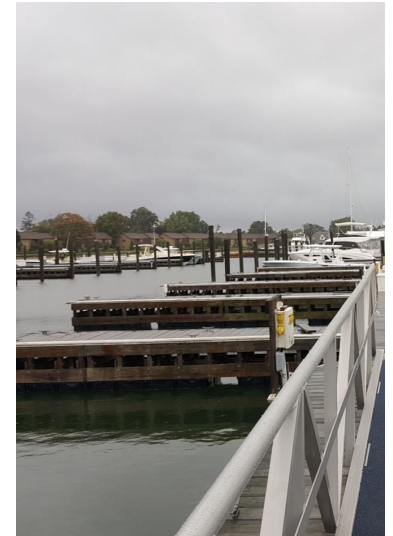


EXHIBIT INSTALLATION

IN-WATER AND LAND SPACE EXHIBITORS

- Complete and return the BOAT INFORMATION form by August 15.
- Targeted move-in times will be assigned for boat and bulk space exhibitors on August 30.
- Pilings - Please let us know if you need any pilings pulled before August 15.
- Boat cleaning for land exhibitors should be completed Wednesday, September 21. Keep in mind that drainage can be an issue so be conservative with water usage.
 - * Boat Cleaning Hours * - 7am to 9am Daily



MOVE IN/OUT & SHIPPING

Exhibit Installation

Exhibit Removal

Freight Shipping
Procedures

Shipping Labels

Move In Schedules

Truck Route

IN-WATER EXHIBITORS

- Each Boat has a specific move-in time— Boats should arrive according to our targeted schedule.
- All boats must have ample fenders, electrical cable/extensions and securing dock lines.
- All boats must have operable bilge pumps.
- Docks must be kept clear at all times. Specific requests for exceptions must be submitted in writing to Show Management. Signs, banners or other display materials cannot “bridge” dock unless exhibit is located at the end of a pier, and occupies both sides.
- The height of the docks is 33” high from the water line.
- The main dock is 10’ wide and fingers are 4’ wide.
- Tide fluctuation are 6-8 feet and 7-11 feet with a full moon
- THE A-B OUTER BRIDGE WILL BE CLOSED SEPTEMBER 20 BY 10AM
- Please give your captains the [slip assignments](#) for your boats as well as the [layout](#) for the marina
- Monitor VHF channel 72- ask for **“Norwalk Boat Show”** NOT Norwalk Cove Marina
- Please contact the United States Coast Guard 718-354-4191 for updates on NY Waterway & East River restrictions.
- Security watch: For your protection, exhibitors should assign personnel who will be responsible for your boats/exhibit; and who can be contacted should problems arise during non-show hours.
- A “live aboard” pass is necessary if personnel must stay onboard overnight. Personnel must stay on their boat and not roam the grounds after show hours. Passes are available in Registration Tent at the East Gate during show hours.



MOVE IN/OUT & SHIPPING

Exhibit Installation

Exhibit Removal

Freight Shipping
Procedures

Shipping Labels

Move In Schedules

Truck Route

EXHIBIT INSTALLATION Cont.

BOAT HANDLING

- Boats being handled must arrive according to our targeted schedule. Exhibitors must inform us of boats which require launching, unloading, setting bridges, etc. on the Boat Information form. Exhibitors will be notified of their target date and time by August 30th.
- All handling work will be performed by the Norwalk Cove Marina. The cost of unloading, loading, launching and hauling is included in space rental costs.
- Exhibitors will be billed for extra service or unusual handling of boats and/or equipment or because of off target arrivals. Any other work will be billed directly by Norwalk Cove Marina.
- Boats will not be handled without an on-site, exhibiting company supervisor to position boats within the display.

Land Boat/Bulk Move in Procedures

Boats must arrive according to our targeted schedule. The Norwalk Cove Marina will perform all handling work. Exhibitors will not be charged for unloading of boats provided that:

- Exhibitor has returned the BOAT INFORMATION form (including display diagram) listing boats and their handling needs.
- Exhibitor has arrived at the Norwalk Cove Marina 30 minutes prior to their target time. Boats not ready for handling at their scheduled time or boats arriving without a reservation will be handled "as able"-- at a time that will not interfere with the handling schedule.
- Exhibitor/Supervisor is on hand to supervise placement of boats within his/her display. Exhibitors will be charged for double handling.
- Drivers should be prepared to leave immediately after unloading trailers or trucks.

BOOTH EXHIBITORS

- Booth exhibitors in tents may begin moving into their spaces on Tuesday, September 19.
- All displays must be "show ready" by Wednesday, September 21, at 6:00 pm.

LABOR

- Additional shore, dockside labor and specialty work can be provided by Norwalk Cove Marina.
- Labor can be ordered from Demers Exhibition Services or at the Demers Service Desk located in the Show room building.

Booth Move in Procedures

- In-Line Booths (Large Tents) Can move in September 19-20 from 8am-4pm. All others will have a scheduled time.
- All Exhibitors and shipments must check-in and obtain a move-in card on Calf Pasture Beach Road during these days.
- Forklift assistance will be available at a first come first serve if needed.
- Advanced shipments will be delivered to your space at the start of move in and when they arrive.