

# MOVE-IN INFORMATION

## WATER + LAND EXHIBITORS

- Complete and return the BOAT INFORMATION form by August 12
- Targeted move-in times will be assigned for boat and bulk space exhibitors on August 29.
- Fingers Removal / Repositioning - Please let us know if you need any finger work performed before August 12.
- Boat cleaning for land exhibitors should be completed Wednesday, September 17.  
Keep in mind that drainage can be an issue so be conservative with water usage.  
\* Boat Cleaning Hours \* - 7am to 9am Daily
- Exhibitor's cleaning crew is responsible for water remediation left due to cleaning.

## 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 17 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 at the Registration Tent.

## General Information

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## Move In / Move Out Information

## General Information

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## Move In / Move Out Information

# MOVE-IN INFORMATION (cont.)

### BOAT EXHIBITORS

- Boats being handled must arrive according to the move-in 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 29.
- All handling work will be performed by the Norwalk Cove Marina. There is no cost to unloading/loading, launching, and hauling of boats during the scheduled move-in day & hours.
- Exhibitors may be charged for extra service or unusual handling of boats and/or equipment or due to 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.
- Exhibitor must return the Boat Information form and layout (land displays) by August 12 .
- Exhibitor must arrived 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 must be on show site to supervise placement of boats within their display. Exhibitors may be charged for double handling.
- Drivers should be prepared to leave shortly after unloading trailers or trucks.

### BOOTH EXHIBITORS

- Booth exhibitors (Spaces 101-434) may move in as early as 8am on Tuesday, September 16.
- All displays must be "show ready" by Thursday, September 18, at 9:00 am..
- Vehicles will not be permitted into the show on Thursday , September 18.
- 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 (101-434) can move in September 16-17 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 is available at no additional cost .
- Advanced shipments will be delivered to your space when they arrive.

# MOVE OUT INFORMATION

## SUNDAY EVENING PROCEDURES

- All exhibits must remain staffed and intact until the official show closing at 5pm on September 21.
- Vehicles are not allowed within the gates until empty crates have been delivered to each exhibit. It will take approximately thirty minutes to one hour to deliver all empties to all exhibitors.
- All vehicles must enter through the East Gate and leave through the West Gate.
- Vehicles may line up along Beach Road to receive their move-out cards
- Hand carried items may leave the grounds at 5:30pm on September 21: You must wear your exhibitor pass to carry items out.

## BOOTH + LAND EXHIBITS

- All exhibits under the big tent (booth tent) must be removed by Noon on Monday, September 22.
- All land exhibits must be removed by Noon on Tuesday, September 23.

## WATER EXHIBITS

- The Outer Bridge will be disconnected September 21, 5:30pm.
- All boats on the bridge must vacate the marine at 5:30 pm on Sunday to facilitate bridge removal.
- All In-Water boats must be removed by noon on Tuesday, September 22.
- Please contact John Wilkins, Dock Master at 203-838-5899 to make arrangements to stay later.

## OUTBOUND SHIPPING

- Please leave a copy of the bill of lading in the show office to ensure packages are picked up properly.
- Be sure to properly label all materials for shipping, prepare a bill of lading and contact your carrier.

## General Information

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## Move In / Move Out Information