

# MOVE-IN INFORMATION

## In-Water Boats:

- ◆ All exhibitors must return the Boat Information form by July 25, 2018.
- ◆ You will receive a move-in schedule under a separate cover for your exact move-in date(s) and time(s) based on the information you supply us on the Boat Exhibitor Information Form located in the Order Forms section of this kit.
- ◆ Please bring sufficient mooring lines and bumpers to secure your boat(s). The show staff reserves the right to adjust your location in the show should it become necessary.
- ◆ All exhibitors must abide by the rules governing the waterways, especially those with regard to "no wake zone" requirements around the in-water display floating docks.
- ◆ A public boat launch is available at Davis Island off of Bayshore Blvd near the Tampa Convention Center. Show staff will be monitoring radio channel #16 to direct your boat move-in/out of the show. Directions from I-4
  - Head southwest on I-4 W. Keep left at the fork, follow signs for 1-275S/Tampa International Airport/St. Pete.
  - Take exit 45A toward Downtown W. Follow signs for Tampa Street and merge onto N. Tampa St.
  - Turn right onto E. Kennedy Blvd. Turn left onto S. Hyde Park Avenue.
  - Take the ramp to Davis Blvd. Keep right at the fork, follow signs for Davis Islands
  - Slight right onto Davis Blvd. Keep right at the fork. Slight left onto S Davis Blvd.
  - At the traffic circle, take the 2st exit onto Severn Avenue.
  - Continue straight onto Martinique Avenue. Martinique becomes turns right and becomes Severn Ave.
  - 1200 Severn Avenue, Tampa, FL 33606

## Main Hall Boats:

- ◆ All exhibitors must return the Boat Information and the Scaled Layout forms by July 25, 2018.
- ◆ You will receive a move-in schedule under a separate cover for your exact move-in date(s) and time(s) based on the information you supply us on the Main Hall Boat Information Form located in the Order Forms section of this kit.
- ◆ Boats 26' and under must be placed on dollies or trailers.
- ◆ NO CEMENT BLOCKS may be used to support boats.
- ◆ BOAT HANDLING IS AT "NO CHARGE" PROVIDED THAT: Exhibitor has returned the BOAT HANDLING INFORMATION form and the SCALED LAYOUT DRAWING of their exhibit by July 26, 2017.
- ◆ Boats between 21' and 26' are placed on dollies or trailers. (THERE WILL BE NO CRANE HANDLING).
- ◆ Carpet, signs and electric are installed prior to the scheduled boat handling.
- ◆ Your boats, dollies, carpet, etc. arrive at the designated move-in time, and you have adequate staff to proceed with the set-up of the display.
- ◆ Once boats are removed from trailers, drivers and trailers must exit immediately.
- ◆ Late/Overtime charges will apply if you miss your targeted move-in (out) time(s): \$350.00 per hour (\$525.00 each overtime hour 4:00pm and after).
- ◆ All oversize loads require permits. Please make sure you have contacted the appropriate local and state governmental agencies to secure all necessary permits for oversize, weekend and other roadway restrictions that may apply to your display shipment.

## **CHECK-IN**

Every vehicle that needs to unload within the show grounds or enter the convention center must be assigned a "Vehicle Access Pass". This access pass will be assigned at check in at the top of the Franklin St. loading dock.

This will facilitate your move-in to the facility and allows us to identify your vehicles for security and safety purposes. Any vehicle without a vehicle access pass, or those cars parked in convention center employee or handicap locations will be ticketed and/or towed by convention center security personnel, at the vehicle owner's expense.

Move-In Information Cont...

**CRADLES & DOLLIES**

Cradles, stands and dollies must be installed and available in your exhibit space prior to your scheduled move-in time. Make sure you inform the floor manager that your vehicle loads are carrying cradles, stands or dollies, or other items that must be installed prior to your actual move-in time.

**FORKLIFT SERVICE**

If you require forklift service, please be sure to review your needs with the Operations Manager prior to your on-site arrival, or contact Suncoast Convention Services, Inc. for your supplemental booth order requirements. For on-site assistance, please contact an NMMA floor manager wearing the familiar red polo shirt during set up or tear down.

**OVERSIZE LOAD PERMITS & RESTRICTIONS**

Oversize loads require all necessary permits from the State of Florida – Motor Carrier Service (Tallahassee) (850) 617-3002 and Hillsborough County 850-410-5777 for Tampa (district #70). An oversize load is any of the following: over eight feet wide; fourteen feet high; or longer than twenty five feet overall. There are also weekend restrictions that must also be reviewed for your needs with the offices noted above.

**STAGING YARD**

TBD – Please contact Nick Ligammari at (312) 946-6279 if you have staging needs.

**Directions to the Marshaling Yard**

TBD

**Directions to the Tampa Convention Center**

TBD

**Booth Exhibits (Inside):**

Booth move-in will be on Thursday, September 6 from 12 Noon until 6:00 p.m., and Friday, September 7, from 7:30 a.m. – 9:00 a.m. Exhibitors will be directed to the loading dock areas, show entrance or the circular drive of the Tampa Convention Center for unloading of display items. Booth exhibits which require forklift service need to schedule move-in times with the operations manager.

**◆Check In**

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**Riverwalk Exhibits**

Riverwalk exhibitors may use the Front Circle Drive located on Franklin St. to unload their display. Do not check in at the convention center loading dock.

Move in Times: Wednesday, September 5<sup>th</sup> 12pm-5pm  
Thursday, September 6<sup>th</sup> 9am-5pm

◆If you have special handling needs please confirm with Nick Ligammari at (312) 946-6279 or nligammari@nmma.org.

**SHIPPING INSTRUCTIONS**

Please be sure to review freight and material handling rates, secure the appropriate road permits, insurances, and launch facilities needed, prior to shipping boat display products and materials. (See Material Handling Rules and Regulations in the Resource Forms section.)

***DIRECT SHIPMENTS***

Direct shipment deliveries to the Tampa Convention Center should be scheduled to arrive no sooner than Wednesday, September 4, 2018. Receipt and material handling to your booth will be charged as per the Suncoast Convention Services, Inc. order form rates in the Decorator Order Forms section.

Send DIRECT shipments to:

TAMPA BOAT SHOW  
EXHIBITING COMPANY NAME & BOOTH SPACE # \_\_\_\_\_  
c/o: Tampa Convention Center  
333 South Franklin Street  
Tampa, Florida 33602 / Phone: (813) 274-8447

***ADVANCE SHIPMENTS***

You may advance ship your exhibit materials to the show decorator warehouse prior to Friday, August 31, 2018 up to 30 days before that. Weekend deliveries cannot be accepted at the warehouse. Please plan accordingly. All freight must be PREPAID.

No collect shipments will be accepted. Advance shipment exhibit materials shipped directly to the warehouse will be delivered to your booth space, ready for you to begin set-up by your scheduled move-in time (additional charges for material handling to your booth will be invoiced to you by Suncoast Convention Services Inc.).

Send WAREHOUSE SHIPMENTS to:

TAMPA BOAT SHOW  
EXHIBITING COMPANY NAME & BOOTH SPACE # \_\_\_\_\_  
c/o: SUNCOAST CONVENTION SERVICES, Inc.  
3112 E 4<sup>th</sup> Ave.  
Tampa, Florida 33605 / Phone: (813) 628-8301

# MOVE-OUT INFORMATION

**All exhibits must remain staffed and intact until the official 6:00 pm show closing on Sunday, September 9, 2018.**

Once the show is clear of attendees, the aisle carpeting will be removed from the main floor (approximately one hour) and empty crates will be returned. If you have empty crates stored, plan to make your travel departure accordingly. Special needs of any kind should be addressed with the show office before closing. Please make all your staging yard plans in advance to minimize your delays.

The Tampa Convention Center must be vacated on Monday, September 10, 2018 no later than 5:00pm. Notices targeting your booth and/or boat display move-out time will be delivered to your exhibit space on Saturday morning. If boats are to be moved on single trailers, the exhibitor will be responsible for having enough trailers for the entire group of boats to be loaded at one time. Delays will be billed at a minimum of \$350.00 per hour (\$525.50 per overtime hour after 4:00pm).

## ◆Boats: Main Floor & In-Water

For safety reasons, no boats should be moved or begin in-water departures until all show attendees have vacated the outside display areas and floating docks. Outdoor boat exhibits that can "hook & go" without the use of a forklift or boat handling equipment may do so, as can floating dock boat exhibit departures from the outer perimeter of the floating docks. Please be sure to have any launch facility access preplanned. All boat displays must vacate the Tampa Convention Center premises no later than 5:00pm Monday, September 10, 2018.

## ◆Booths: Indoor & Outdoor

Exhibitors who can hand carry items to their vehicles outside the convention center may do so after the 6:00pm closing Sunday night. We ask that your entire booth be packed prior to your vehicle(s) arriving at the Tampa Convention Center. Vehicles will not be allowed access to the loading ramp without the Vehicle Access Pass issued to exhibitors. All exhibits must completely vacate the Tampa Convention Center premises no later than 5:00pm Monday, September 10, 2018.

◆Riverwalk exhibitors may again use the front circle drive located on Franklin St. to move out their display.

## OUTBOUND SHIPMENTS

Exhibitors shipping materials must be complete and return the bills of lading to the SUNCOAST CONVENTION SERVICES service desk in the main hall. For additional move-out information please see the show office staff or contact the operations manager directly for assistance. Review Material Handling Rules and Regulations in the "Reference Forms" section.

**Directions to TCC**  
**333 South Franklin Street**  
**Tampa, FL 33602**

**FROM BRADENTON / SARASOTA / VENICE / FT. MYERS / FT.LAUDERDALE / MIAMI / NAPLES / PORT CHARLES:**

Take I-75 North to Exit 256 Lee Roy Selmon (Crosstown Expressway), West on Crosstown Expressway to Exit 7 Downtown West, West on Brorein Street to Tampa Street. Turn left on Tampa Street into the parking garage.

**FROM ST. PETERSBURG / MADIERIA BEACH / TREASURE ISLAND:**

Take I-275 North to Jefferson Street Exit. Take a right on Cass Street. Take a left on Tampa Street. Follow Tampa Street to its end. You will run directly into the Convention Center parking garage.

**FROM CLEARWATER / LARGO / PINELLAS / PALM HARBOR / TAPRON SPRINGS / OLDSMAR:**

Take Courtney Campbell Causeway East (S.R. 60) to I-275 North to Jefferson Street Exit. Take a right on Cass Street. Take a left on Tampa Street. Follow Tampa Street to its end. You will run directly into the Convention Center parking garage.

**FROM ORLANDO / LAKELAND / PLANT CITY / DAYTONA / JACKSONVILLE / POLK COUNTY:**

Take I-4 West to Tampa to I-275 North to Jefferson Street Exit. Take a right on Cass Street. Take a left on Tampa Street. Follow Tampa Street to its end. You will run directly into the Convention Center parking garage.

**FROM BRANDON / VERO BEACH / APOLLO BEACH / RIVERVIEW:**

Take Leroy Selmon (Crosstown Expressway) West to Exit 7 – Downtown West. Proceed straight down exit onto Brorein Street to Tampa Street. Turn left on Tampa Street into the Convention Center parking garage).

**FROM OCALA / GAINESVILLE:**

Take I-75 South to I-275 North to Jefferson Street Exit. Take a right on Cass Street. Take a left on Tampa Street. Follow Tampa Street to its end. You will run directly into the Convention Center parking garage.

**To Franklin Street Loading Dock (upper)**

Same directions from I-275 to parking garage, but instead of going into the garage, stay in the left lane. It curves to the left and will take you to Franklin Street. Stay in the right lane – directly to your right will be the loading dock. TRUCKS NEED TO GET OFF 275, FOLLOW TAMPA STREET TO WHITING. GO LEFT. THEN RIGHT ON FRANKLIN. THE LOADING DOCK ENTRANCE IS JUST PAST THE OVERPASS ON THE RIGHT.