

# MOVE-IN Instructions

## MOVE-IN DATE & TIME:

Move-in to exhibit space starts on Monday, February 12 through Friday, February 16, 2018

**IMPORTANT- you must adhere to your specific move-in day and time sent separately from this document.**

**Marshalling plans for the 2018 Detroit Boat Show are evolving. The show has grown again so we will have less indoor marshalling space during move in. We are working to secure an offsite marshalling area as we did in 2009 and many years before that. As these details come together we will keep you informed as to when and where you should transport your boats and equipment prior to your move-in time. – Thank you for your patience.**

## **MOVE-IN ALLOWED ONLY IF:**

\* Products- new 2018, 2017, 2016 & 2015 (only up to 10% '14) models

\* Your space invoice balance is paid in full.

(Payment delivered to Cobo show office must be in the form of a cashier's check or money order PRIOR TO MOVE-IN; no personal or corporate checks accepted!)

\* Certificate of Insurance in the required amounts naming MBIA "as an additional insured" must be on file

\* You have all green light on Boat Show Manager.com

**IMPORTANT: DO NOT BRING IN BOATS ON A MULTI-UNIT TRUCK OR PIGGY-BACKED ON A SINGLE TRAILER- THEY WILL NOT BE UNLOADED.**

1. Any exhibitor leaving boats, trailers, displays, equipment or other at the marshalling hall does so at his or her own risk.
2. Ensure that your insurance policy provides protection for any property left for any period of time in the marshalling hall. Identify boats, trailers, etc. with your company name and phone number so you can be identified and notified in case of emergency.
3. Vehicles must be removed from all halls promptly due to the Fire Marshall.

Move-in times are scheduled to make set-up as smooth as possible for EVERYONE. Boat Show staff will be at Cobo to direct you and insure proper utilization of the marshalling area and storage area.

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## PREPARATION:

\* Have all exhibit materials contained in one vehicle. Split shipments force you and your staff to spend more time in the marshalling hall waiting for another crew to be available.

\* Have display and materials as completely assembled as possible in advance.

\* Have all your exhibit materials ready to unload at **one time**.

\* Once a crew is working with you, they stay with you until you are completely in.

\* **Remove snow & ice from boats, trailers and vehicles before entering!**

\* **DO NOT BRING IN BOATS ON A MULTI-UNIT TRUCK OR PIGGY-BACKED ON A SINGLE TRAILER  
THEY WILL NOT BE UNLOADED.**

## **SHRINKWRAP:**

If wet or snowy, shrinkwrap should be removed prior to entering the show floor. There is a dumpster located in the back of Hall C. All shrinkwrap must be disposed of in this dumpster, not in other receptacles around the show.

## **INSTALLATION & SET-UP: (See Cobo's NEW "Work Rules for Exhibitors")**

- \* Exhibitors must wear the move-in/out I.D. buttons during move-in & out periods.
  - \* Buttons must be visible - will be checked by security. NOTE: These buttons are not accepted during show days for entrance to the show. Do not reuse previous show buttons.
  - \* Boat Show assumes cost of moving boats or exhibit materials one time to the location designated by exhibitor's representative. After that you must secure your own labor to facilitate any further needs.
  - \* Second moves or your delay in meeting your move-in time and date, or no one representing your interest in your exhibit area, which cause display disruptions, will be at the exhibitor's expense.
  - \* **Any lifts of boats that are not displayed at the show and boats lifted more than once will result in appropriate fees being charged to the exhibitor.**
  - \* Have someone of authority representing you at all times at your exhibit space.
  - \* **Exhibitor vehicles and equipment must be unloaded and removed immediately from the hall.**
- The MBIA, at its discretion, has the right to move a vehicle or equipment or have it towed at the owner's expense.
- \* Ship boats completely fitted. Assembly work is not included in your exhibit fees. Labor for installing ramps, walkways, docks, closing booths, carpet, decorative displays, and hanging banners are at the expense of the exhibitors. (See Contractor Order Forms tab) The MBIA reserves the right to charge back labor charges to exhibitors who are found abusing labor services.
  - \* Deliveries will be accepted only at your assigned date and time.
  - \* No delivery will be accepted before 8:00 a.m. or after 4:00 p.m. - arrange to have deliveries made between these hours or authorize charges for overtime unloading.

## **EXHIBITOR CONTRACTED SERVICES:**

<b>Provided by:</b>	<b><u>Convention &amp; Show Services (CSS)</u></b> 1250 John A. Papalas Drive, Lincoln Park, MI 48146 Office Phone: 313-386-5555 Phone @ Cobo Hall: 313-259-7632 FAX 313-259-1263
<b>Located:</b>	During move-in, show dates, and move-out, CSS will have an onsite service desk.
<b>Order in Advance:</b>	Order in advance to save \$\$\$. (See order forms for details)
<b>Contracted Service Fees:</b>	Due and payable on the exhibit floor at the time of move-in or out.

## **Labor Union Information:**

- \* Cobo Center is a union trade shop for certain installation and dismantling of exhibits. Please review rules to determine whether union personnel must be utilized for the assembly of any exhibits, ramps, etc., or otherwise assembled display.
- \* Cobo Center has work rules for Exhibitors which will help reduce your costs. Please review the detailed explanation attached in this section of the manual.
- \* Contact Convention & Show Services to arrange for your set-up crew.
- \* **When assigned a crew, it is necessary for you to "sign in" and "sign out" that crew when their work is complete.**

Exhibitors who violate these rules risk being invoiced for estimated labor that would be required to complete the task or project. These fees will be due and payable prior to move-out and will include assembly and disassembly.

\* If you feel that your equipment or show personnel are being treated unfairly or billed improperly, contact the Operations Manager, or Boat Show Staff. Complaining to union personnel or his/her foreman may create disruptions without any solutions. By following the proper procedure, your complaint will be resolved in a timely fashion.

Three unions are represented through Convention & Show Services:

- **Teamsters** - operate fork lifts and move exhibit material to and from exhibit space.
- **Iron Workers** - move machinery, operate cranes and assist crane operators in lifting boats & display materials.

- **Carpenters** - install pipe and drape, install and remove carpet, and assemble exhibits.

### TIPPING

\* The Detroit Boat Show and the unions have a long-term working relationship. Union personnel are professionals and, as such, are proud to be of service and proud of quality work. They do not expect nor ask for gratuities but they do expect to be treated with the same courtesy and respect afforded other professionals.

\* The MBIA, Convention & Show Services and all contractor firms pledge to make this show as pleasant as possible for all concerned. Your cooperation is appreciated.

### CEILING & DOOR WIDTHS:

- \* Ceiling heights are 30 ft.
- \* Door widths vary. Union staff will direct exhibitors to the appropriate door for entering the hall)
- \* The largest door in Hall D is 17' wide x 16' high, in Hall C 18' wide x 20' high, and Hall A 16' x 20'

### CARPETING:

- \* Make arrangements with Convention & Show Services for installation in advance of your arrival.
- \* Carpet installation is at exhibitor's expense.
- \* Carpet must fit designated space; no overhanging.
- \* You may furnish your own carpet and carpet tape (**of proper quality**) but union labor must install it.
- \* Recommend having plastic installed over your carpet to protect it from tears and soil damage. It is impossible to insure no damage to carpet as a result of equipment and personnel moving throughout the hall. It is an inherent risk during set-up and break down. The MBIA and Convention & Show Services will not be responsible for carpet damage as a result of move-in and move-out activities.

### STORAGE:

- \* Crates, cartons, etc. may be stored at no extra cost in designated storage areas by CSS.
- \* There are a limited number of rooms in Cobo Center available to store merchandise and valuables. These areas will be open one hour before the show opens and closed one-half hour after the show closes. For access contact MBIA exhibit hall staff.
- \* Occasionally MBIA can negotiate storage for a limited number of boat trailers in COBO to be stored during the show dates; exhibitors using the marshalling exhibit hall do so at their own risk; **trailers must be marked and identified by the exhibitor showing the company name and phone number. Vehicles cannot be left or stored inside Exhibit Halls.**

### SHIPMENTS & TRUCKING OVERSIZED LOADS:

\***Prior to move-in:** Shipments of displays and literature can be made to-  
Convention & Show Services, 1250 John A. Papalas Drive, Lincoln Park, MI 48146  
Phone: (313) 386-5555; Fax: (313) 386-2048

1. Exhibitors are charged for shipping from Lincoln Park to Cobo Center.
2. Shipments must be marked with your company name, show name and space number.

\***During move-in:** All deliveries can be shipped to- Convention & Show Services at Cobo Center, One Washington Blvd., Detroit, MI 48226 to arrive between 8 a.m. and 4 p.m.

\***TRUCKING OVERSIZED LOADS** from Friday evening (Feb. 9th) through Saturday morning (Feb. 17th) and for move out beginning Sunday evening( Feb. 25th) and ending Wednesday 5pm(Feb. 28th) must be approved by Michigan Department of Transportation, Transport Permits Section. Call (517) 241-8999 Fax: (517) 373-2209 with 1) number of oversized loads, 2) length and beams, 3) shipping to and from locations.

## MOVE-OUT Instructions

**MOVE-OUT DATE & TIME:** - EXTREMELY IMPORTANT TO ADHERE TO YOUR MOVE-OUT TIME AND TO WORK IN AN EXPEDITIOUS MANNER. *(Move-out date and time will be sent to you)*

- \* Any change to your move-out time must be approved by the Operations Manager (contact show office).
- \* **DO NOT DISMANTLE YOUR EXHIBIT PRIOR TO THE CLOSE OF THE SHOW @ 6:00 P.M. ON SUNDAY, FEBRUARY 25.** Consumers pay to see an entire show. Those exhibitors who are discovered dismantling their display prior to show closing may face the loss of their next year's space reservation.
- \* **Dismantling may start after the close of the show at 6 pm on Sunday, February 25, 2018** for selected exhibitors and may continue no later than 10 pm.
- \* No cranes will be used on Sunday night – only hi-lows. No banners can come down Sunday night.
- \* Cars and trucks can start lining up at the bottom of the ramp at 5pm on Sunday for move-out.
- \* Absolutely nothing can be taken out through the atrium anytime; all materials must be removed through designated freight doors.
- \* Move-out will continue on **Monday and Tuesday (Feb. 26 - Feb. 27) 8am to 4pm and must be completed by noon on February 28, 2018**
- \* **The all HALLs must be completely empty by Noon, Wed., Feb. 28.** Anything which still remains for whatever reason will be removed at the owner's expense. The MBIA, Cobo Center and the City of Detroit will not be held liable for exhibitor's property.
- \* **No shrink wrapping** will be allowed in the exhibit hall. There are fire prevention considerations and it delays move-out.
- \* Using a common carrier? Make arrangements with that carrier to pick up your boats and materials during the specified hours assigned to you for move-out. Otherwise you will be liable for charges.