



## **MOVE-IN -----**

A loose move-in schedule will be issued as the Metropark is very open and move-in should not be hindered by other exhibitors. Exhibitors can show their exhibitor badge or sign in with the park gate attendant to gain free entrance during move-in and move-out days. There will be a move-in crew to help you locate your space, but no crew is provided by show management to help unload and set up.

**Bulk Space:** Move-in of boats (in-water and land displays), vehicles and other bulk space products and exhibits begins on Monday, September 10 at 8 a.m. MBIA staff will have exhibit spaces marked by Monday. Show security will not begin before Monday, September 10<sup>th</sup> at 8 a.m.

**Booth Exhibits:** Booth exhibits on the Boardwalk and in the Main Tent may begin moving in on Tuesday, September 11<sup>th</sup> at 9:00 a.m.

Move-in times on Monday through Wednesday will run from 8:00 a.m. – 5:00 p.m. Fencing to close off the event will be placed on Thursday morning at 9:00 a.m. which will inhibit move-in of larger materials. All exhibits must be complete by Thursday, September 13<sup>th</sup> by 11:00 a.m. before the show opens to the public at noon. No exhibitor move-in will be allowed during show hours.

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

- 1) Products exhibited are approved under the Rules & Regulations terms
- 2) Your space invoice balance is paid in full. (Payment delivered to 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!)
- 3) Certificate of Insurance in the required amounts naming MBIA "as an additional insured" must be on file with the MBIA.
- 4) Exhibitor Application and Contract and acknowledgment forms signed and on file with the MBIA.

\*Any exhibitor leaving boats, vehicles, trailers, displays, equipment or anything whatsoever at the Metropark does so at his or her own risk. Insure that your insurance policy provides protection for any property brought to Lake St. Clair Metropark. Please also identify your property with your company name and phone number so you can be identified and notified in case of emergency.

### **SHIPPING MATERIALS:**

If you must ship exhibit materials ahead of time, Ship to:  
Lake St. Clair Metropark, 31300 Metro Parkway; Harrison Township, MI 48045  
Please make obvious on the package that it is going towards the boat show office area.  
This receiving area is open Mon – Fri. from 6 a.m. to 2 p.m.

## **MOVE-OUT -----**

No move-out or tear down shall take place prior to 6 p.m. on Sunday, September 16, 2018 – closing day of the show. 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. All products, exhibits and supplies must be removed from the Metropark by Monday, September 17<sup>th</sup> at 4 p.m. No security will be provided after 4 p.m. September 17<sup>th</sup>.

**IMPORTANT:** If you have customers coming to pick up their boats at the end of the show, be sure to leave them a ticket in Will Call if they are planning to arrive before the close of the show. Move-out crew is not allowed on the premises without a ticket or exhibitor badge until after 6 p.m. when the show closes.