



CONVENTION CONTRACTORS INC.
 15959 NW 15th Avenue, Miami, FL 33169-5607
 Customer Service Phone: (305) 751-1234
 Customer Service Fax: (305) 751-1298

**RETURN FORM BY
 DECEMBER 17, 2017**

SHIPPING INFORMATION

**Progressive Miami
 International Boat Show**
 February 15 - 19, 2018
 Miami Marine Stadium Park & Basin
 at Virginia Key

NMMA provides advance warehousing and drayage at no charge to all exhibitors. Exhibitors may pre-ship to the advance warehouse or deliver directly to show site. **Please check off all that pertain to you:**

We encourage all exhibitors to ship or deliver directly to the advanced warehouse for the smoothest move-in. The warehouse will accept deliveries through Friday, February 9, 2018. Any delivery direct to show site Must go to the staging yard. Arrive prior to 7:00am to avoid school zones and rush hour traffic in the Causeway between 7:00am and 9:00am and between 2:00pm and 3:00pm.

On-site company contact: _____ **cell:** _____

Option A: PRE-SHIP to the ADVANCE WAREHOUSE:

___ # pieces - crates and/or pallets of exhibit materials
 ___ # rolls of carpet, _____ color **OR** ___ Rent carpet
 ___ # boat dollies **OR** ___ Do Not have dollies

Advance Warehouse DEADLINE: Crated and skidded shipments will be accepted at the warehouse beginning January 22 through February 9, 2018 **Shipments will be delivered to your space by your target date and time.** All display product will be accepted and placed on a pallet and shrink wrapped upon arrival if necessary, including boxes. All shipments must be pre-paid. **No Collect shipments will be received.** All shipments should be made on commercial bills of lading. Bills of lading are to be addressed identically with that of the exhibit material.

Option B: DIRECT-SHIP to show site:

All Direct Shipments will be notified of a target date by the EXPO Freight Department. All drayage is provided at NO CHARGE if shipments are on target. Please contact the Freight Department if you have loose goods or require special rigging assistance un-crating, or additional handling labor or equipment to facilitate installation of your display.

The following information is required for ALL DIRECT SHIPMENTS to the Miami Marine Stadium Park & Basin at Virginia Key.

___ # rolls of carpet, _____ color **OR** ___ Rent carpet

What size truck will be delivering your freight?

___ Personal Owned Vehicle (POV) **SMALL PACKAGE:**

___ Rental - specify size below
 ___ 20' - 24' ___ 48' semi ___ 53' semi

Name of Trucking Company: _____

All Direct Shipments will be notified of a target date by the EXPO Freight Department. All drayage is provided at NO CHARGE if shipments are on target. Any shipment requiring special handling due to length, width, height or weight will be handled on a time and material basis. Loose, uncrated or blanket-wrapped shipments will be billed at the hourly labor rate.

ALL OUTBOUND SHIPMENTS REQUIRE A STRAIGHT BILL OF LADING. Bill of Lading (BOL) forms are available at the Exhibitor Service Center at the Miami Marine Stadium Park & Basin at Virginia Key. Failure to turn in a completed Bill of Lading to the Freight Department may cost the exhibitor additional handling and shipping charges. **Do not leave your BOL on your booth!** Deadline to check-in at the Staging Yard for pick-up is Thursday, February 22, 2018 at 10:00am.

Exhibiting Company: _____ Booth/Slip: _____

Shipping Address: _____ City: _____ State: _____ Zip _____ Country: _____

Contact Person: _____ Phone: _____

Email: _____ Fax: _____



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**SHIPPING ADDRESSES
& DELIVERY OPTIONS**

**Progressive Miami
International Boat Show**
 February 15 - 19, 2018
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 at Virginia Key

Notification is required from all exhibitors.

Please return the Shipping Information Form

We encourage all exhibitors to ship or deliver directly to the advanced warehouse for the smoothest move-in. The warehouse will accept deliveries through Friday, February 9, 2018. Any delivery direct to show site Must go to the staging yard. Arrive prior to 7:00am to avoid school zones and rush hour traffic on the Causeway between 7:00am and 9:00am and between 2:00pm and 3:00pm.

1 Advance Shipments

Advance Warehouse Open - Accepting Freight:

January 22 through February 9, 2018.
 8:00am - 4:00pm Monday - Friday.
 No appointment necessary.

All shipments by whatever means of transportation must be PREPAID.
 Storage and delivery to the show is provided by NMMA at no charge.
 All exhibit materials will be delivered to your booth by your targeted move-in time.

Need Assistance? Email miamiboatshowfreight@expocci.com
 Or call Expo at 305-751-1234

Advance Shipping Address:
 TO: (Name of Exhibitor & Booth #)
 FOR: Miami International Boat Show
 C/O: ABF Freight Systems, Inc.
 6402 NW 74th Avenue
 Miami, Florida 33166

2 Direct Freight Shipments

ALL freight will be targeted.

All Exhibitors will be notified of a target date by the EXPO Freight Department. Direct shipments must go to the staging yard and check in.

**All shipments must be clearly marked
Miami International Boat Show**

All shipments by whatever means of transportation must be PREPAID and consigned to EXPO.

Need Assistance? Email miamiboatshowfreight@expocci.com
 Or call Expo at 305-751-1234

Staging Yard Address:
For Miami Marine Stadium Park & Basin at Virginia Key:
 TO: (Name of Exhibitor & Booth #)
 FOR: Miami International Boat Show/
 Staging Yard
 3989 Rickenbacker Causeway
 Virginia Key, Florida 33149

3 Privately (or Exhibitor) Owned Vehicles

Self unloading on site will be very limited, and with assistance to expedite. All booths will have a targeted delivery time. For the smoothest move-in, please deliver or ship to the advanced warehouse.

Staging Yard Address:
For Miami Marine Stadium Park & Basin at Virginia Key:
 TO: (Name of Exhibitor & Booth #)
 FOR: Miami International Boat Show/
 Staging Yard
 3989 Rickenbacker Causeway
 Virginia Key, Florida 33149

Advance Shipping Address Labels:

ADVANCE WAREHOUSE

TO: (Name of Exhibitor & Booth #)
FOR: Miami International Boat Show
C/O: ABF Freight Systems, Inc.
6402 NW 74th Avenue
Miami, Florida 33166

Receiving January 22 - February 9, 2018

Monday - Friday 8:00am - 4:00pm

ADVANCE WAREHOUSE

TO: (Name of Exhibitor & Booth #)
FOR: Miami International Boat Show
C/O: ABF Freight Systems, Inc.
6402 NW 74th Avenue
Miami, Florida 33166

Receiving January 22 - February 9, 2018

Monday - Friday 8:00am - 4:00pm

Direct to Miami Marine Stadium Park Shipping Address Labels:

DIRECT TO MMS

TO: (Name of Exhibitor & Booth #)
FOR: Miami International Boat Show
Staging Yard
3989 Rickenbacker Causeway
Virginia Key, Florida 33149

TARGETED RECEIVING OPEN WEDNESDAY, FEBRUARY 7, 2018

THROUGH TUESDAY, FEBRUARY 13, 2018

Please refer to target move in schedule.

DIRECT TO MMS

TO: (Name of Exhibitor & Booth #)
FOR: Miami International Boat Show
Staging Yard
3989 Rickenbacker Causeway
Virginia Key, Florida 33149

TARGETED RECEIVING OPEN WEDNESDAY, FEBRUARY 7, 2018

THROUGH TUESDAY, FEBRUARY 13, 2018

Please refer to target move in schedule.



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**DISCOUNT DEADLINE:
JANUARY 22, 2018**

OUTBOUND SHIPPING

**Progressive Miami
International Boat Show**

February 15 - 19, 2018

Miami Marine Stadium Park & Basin
at Virginia Key

Shipping & Material Notification is required from all exhibitors.

Deadline to check in at the staging yard for pick-up is Thursday, February 22, 2018 at 10:00am.**

Note Causeway Restrictions: Arrive prior to 7:00am to avoid school zones and rush hour traffic on the Causeway between 7:00am and 9:00am and between 2:00pm and 3:00pm.

Blank bill of lading can be picked up at the Freight Service Desk in The Expo Service Center at the Miami Marine Stadium Park & Basin at Virginia Key.

- 1) All outbound shipments require a straight bill of lading.
- 2) All pieces must be labeled individually.
- 3) After materials are packed, labeled and ready to be shipped, return completed Bill of Lading to the Freight Service Desk. **DO NOT** leave your Bill of Lading in your booth.
- 4) Provide your designated carrier with pick-up information including deadline to check-in at the staging yard.

**EXPO Convention Contractors, Inc. reserves the right to ship materials if carriers do not check in by the deadline on Thursday, February 22, 2018 at 10:00am and/or a Bill of Lading is not on file with the Freight Department.

All freight forced by EXPO Convention Contractors, Inc. will be shipped via ABF Freight Systems, and all charges are the responsibility of the Exhibiting Company for whom materials have been shipped.

For your convenience, ABF Freight Systems Representatives will be on-site to handle outbound transportation.

Be sure your materials are insured from the time they leave your firm until they are returned after the show. **It is suggested that exhibitors arrange all-risk coverage.** This can be done by "riders" to your existing policies.

Need Assistance?

Call EXPO at 305-751-1234 or email us at miamiboatshowfreight@expocci.com. You can also visit the Freight Service Desk in The Expo Service Center.



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**DISCOUNT DEADLINE:
JANUARY 22, 2018**

**SMALL SHIPMENTS
RETURN TO WAREHOUSE**

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Expo Convention Contractors, Inc. will provide a return to warehouse option for Local companies. The following requirements must be met.

- ◆ Must be a company truck picking up at our warehouse, No carriers.
- ◆ Local companies only i.e., Broward, Dade or Palm Beach County.
- ◆ Exhibitor must fill out a BOL (Bill of Lading) at show site.
- ◆ All freight must be shrink wrapped to pallet or crated. (Expo will shrink wrap for \$45.00 per pallet.)
- ◆ All freight will be returned to the Expo warehouse on Friday, February 23, 2018. Your freight must be picked up by Tuesday, February 27, 2018 by 3:30pm. Freight not picked up by that date will start incurring storage fees.
- ◆ No full trailers. This is for small shipments, i.e., 3 or 4 crates or 2 pallets.

Expo Convention Contractors, Inc. warehouse address is

15959 NW 15th Avenue
Miami, Florida 33169-5607
305-751-1234

Warehouse is open Monday to Friday from 8:30am to 3:30pm.

Company Name _____ Booth _____

Contact Name _____ Phone _____

Email _____ Cell Phone _____



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SHOWSITE SMALL PACKAGE

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 February 15 - 19, 2018
 Miami Marine Stadium Park & Basin
 at Virginia Key

SMALL PACKAGE SERVICE

Exhibitors with a small package under 100 lbs. can drop it off at the staging area on Arthur Lamb Road.

Please be aware that there is an additional fee for this service.

Packages weighing 1 lbs. to 30 lbs. will be \$20.00 each

Packages weighing 31 lbs. to 100 lbs. will be \$45.00 each

Your company name and booth number must be on each small package.

Collect shipments will be refused.
 EXPO is not responsible for concealed damage to material.

Company Name: _____ Booth #: _____

On Site Contact Name: _____ Cell Phone: _____

email: _____

If you plan to use this service fill out below along with the Payment Policy form to
 fax: **305-751-1298** or email: **info@expocci.com**