

MOVE - IN INFORMATION

Please review the Move-in and Move-out procedures, and be aware of the Overtime hours for Material Handling and Decorator & Rigging labor. Please note the official shipping addresses:

ADVANCED SHIPMENTS:

Exhibiting Company Name
Booth # _____
Hold For: 2008 Quality Expo Detroit
C/O NEC Expo Services
46350 Grand River Ave., Suite B
Novi, MI 48374

**[Do not ship machinery to the warehouse.]
Machinery accepted only at show site.]**

SHOW SITE SHIPMENTS:

Exhibiting Company Name
Booth # _____
Hold For: 2008 Quality Expo Detroit
C/O NEC Expo Services
46350 Grand River Ave., Suite B
Novi, MI 48374

NEC Expo Services will accept crated, boxed or skidded material beginning **MAY 8, 2008**.

NEC will receive shipments at the EXHIBIT FACILITY during scheduled move-in times only. Deliveries will be accepted ONLY during move-in. Any charges incurred for early freight accepted by the facility will be the responsibility of the exhibitor.

SET-UP / MOVE-IN

- Move-in begins Monday, June 9 from 8:00 AM – 5:00 PM. Move-in will continue on Tuesday, June 10, from 8:00 AM – 5:00 PM.
- If shipping directly to the show, please note scheduled days and times for freight delivery.
- If shipping in advance to the warehouse, freight will be delivered to your booth by 8:00 AM, Monday, June 9, 2008.
- **All booths must be completely set by 5:00 PM, Tuesday, June 10, 2008. After 5:00 PM, and at Show Management's discretion, unoccupied booths are subject to sale to any exhibitors on the wait list for the show and/or may be turned into lounges.**
- No holes are to be drilled, cored, or punched in any part of the facility.
- Exhibitors will be responsible for any damage to the building that has occurred during the installation or dismantle of their exhibit. This rule applies to any exhibitor and/or agent.

FREIGHT-FREE AISLES

To expedite the move-in and move-out of freight, certain aisles throughout the Exhibit Hall will have to be designated as "freight free." "Freight-free" means there are not to be any crates, equipment, products, carpet, or exhibit materials in these designated aisles at any time during move-in or move-out.

UTILITY SET-UP INFORMATION – WHAT CAN YOU DO?

All utility services must be ordered through the BOCO Enterprises, LLC. We recommend you order all services in advance. This will help you save money and time on site. Once BOCO Enterprises, LLC installs services, exhibitors are permitted to do the following work in their booth:

- Plug-in their own devices and equipment for 110-volt electrical service of 1500 watts or less;
- Connect modems, printers, computers, keyboards and install their own light bulbs;
- Test and tune their own equipment;
- Exhibitors may run communications cable between machines in the same booth above the booth carpet;

MOVE - OUT INFORMATION

DISMANTLE

- Dismantling begins at 4:00 PM, Thursday, June 12, and not before – NO EXCEPTIONS. Exhibitors are required to maintain all equipment intact in their exhibit area and to keep their booths fully manned until the official close of the show. Any violation of this rule may result in loss of priority points. Notify all personnel who may be working in your booth as to the policy regarding show closing. Move-out ends at 10:00 PM on Thursday and will resume again on Friday morning from 8:00 AM – 3:00 PM.
- Overtime charges will apply for all labor and outbound material handling services performed after 4:30 PM.
- As soon as the aisle carpet has been removed, NEC Expo Services will commence delivery of empties to booths.
- The crate delivery process should be completed by 10:00 PM, Thursday, June 12, 2008. NEC shall have exclusive access to all freight areas, including ramps, until crate delivery is complete.
- Exhibitors may work in their booth throughout Thursday night, but may not re-enter the facility if leaving after 10:00 PM. Please check-in with the on-site Security Manager if you plan to work past 10:00 PM.
- All exhibitor materials must be removed from the exhibit facility by 3:00 PM, Friday, June 13.

REMOVAL OF AISLE CARPET

- Commencing at 4:00 PM, Thursday, June 12, 2008, NEC Expo Services will remove the aisle carpet throughout the exhibit areas. Exhibitors must not place anything in the aisles until the carpet has been removed.

UTILITY DISMANTLING

- Water and electrical services will be systematically discontinued beginning at 4:00 PM, Thursday, June 12, 2008. Exhibitors are urged to exercise caution in dismantling their exhibits and to be alert to the **possibility of live utilities**.

FORCE SHIPPING

- **All exhibits must be picked up by 12:00 PM, Friday, June 13. All carrier drivers must check-in by 8:00 AM, Friday.** Any booths considered to be abandoned will be either discarded or packed up by NEC. NEC will either force shipment back to the exhibitor via the carrier of NEC's choice, or will store materials at its warehouse at the exhibitor's expense.

CARRIER CHECK-IN DEADLINE

8:00 AM – Friday, June 13

If your carrier does not check-in by this time your shipment is subject to re-routing by the Official Show Contractor.

All exhibitor materials and freight must be removed from the exhibit facility by 3:00 PM, Friday, June 13.

