

## **2023 INTERNATIONAL WORKBOAT SHOW MOVE-IN/MOVE-OUT SCHEDULE**

The 2023 International WorkBoat Show will utilize a target date move-in/move-out schedule to facilitate a smooth, efficient move-in/move-out and set-up/tear down operation. The New Orleans Morial Convention Center has ample loading docks and drive-in entrances to accommodate our move-in/move-out requirements, but the large number of exhibitors and volume of equipment involved in this event make this schedule and your cooperation absolutely essential.

Each exhibitor is assigned a specific date and time period for move-in/move-out based on booth size and unloading requirements. To comply with this schedule, exhibitors who require drayage service must have their exhibit material or equipment on hand at the freight marshalling area of the Convention Center ready to begin unloading during this time period. The exhibitor is not required to be present during this period unless exhibitor supervision is required during the unloading process.

### ***ADDITIONAL MOVE IN PROCEDURES FOR 2023***

It is very important that exhibitors who require crane placement regardless of booth size (over 5,000 lbs) or exhibitors with boats or trailers call Freeman to discuss move in dates and times.

#### **Penalty for Non-Compliance**

This move-in schedule must be strictly adhered to if it is going to be effective. Failure of any exhibitor to comply with this schedule will result in that exhibitor incurring a 25% surcharge. The surcharge could be for drayage services, or the actual additional labor costs for setting the off-schedule display at overtime rates, or the cost of moving previously set displays to gain access to the required exhibit area.

To comply with this targeted move-in schedule, the exhibitor or the representative (company or contracted truck driver) should report to the drayage contractor's freight office, located at the truck marshalling area (**301 Race Street, New Orleans, LA 70130**). The date and time of arrival will be recorded, and the appropriate equipment and labor required for unloading will be scheduled

**!! NEW LOCATION FOR 2023 !!**

**Freeman Marshalling Yard**  
**301 Race Street**  
**New Orleans, LA 70130**

## MOVE-IN SCHEDULE/INFORMATION

### LARGE EQUIPMENT & BOATS

**To Schedule Large Equipment Move-In**, please contact Kenny Roger with Freeman to schedule a move-in time for your large equipment (i.e. boats/machinery/engines requiring crane service/ etc.) Kenny will start scheduling move-in times starting Monday, October 2<sup>nd</sup>, 2023.

**Kenny Roger Contact info:** [Kenny.Roger@freeman.com](mailto:Kenny.Roger@freeman.com) or Phone: **504-906-9349**

**Saturday, November 25, 2023**

**8:00AM – 12:00PM**

All machinery, or engines requiring crane service regardless of booth size.

It is necessary that all crane service be completed as soon as possible to allow clear access for the erection of neighboring exhibits. Exhibitors who plan to exhibit any large piece of machinery or equipment, which will require crane service for unloading, or assembly (generally any single piece weighing 5,000 pounds or more) should plan to move-in during this period regardless of the exhibit booth size or location.

**Sunday, November 26, 2023**

**8:00AM - 2:00PM**

All booths 20' X 30' or larger.

**Monday, November 27, 2023**

**8:00AM – 5:00PM**

All booths 20' x 20' and smaller.

Exhibit freight may be delivered to your booth at any time during these targeted periods, so this should be considered when ordering set-up labor to allow for the possibility that your crates may not be available for unpacking and assembly until the end of the time period rather than the beginning.

**12:00PM – 5:00PM**

**Do-it-yourself Exhibitors**

All exhibitors who hand-carry or have previously shipped their exhibit in advance (and will not need drayage service or additional time to erect their display) may move-in during this period regardless of booth size or location.

**Tuesday, November 28, 2023**

**8:00AM – 4:30PM**

All Booths.

### EXHIBITS OPEN

Wednesday, November 29	9:00 am – 5:00 pm
Thursday, November 30	9:00 am – 5:00 pm
Friday, December 1	10:00 am – 2:00 pm

**\*\*Badged Exhibitors will have access to the show floor starting at 7:00 am each day\*\***

## Special Requirements

Exhibitors who require more set-up time than this schedule provides should notify Freeman in writing so that appropriate schedule can be arranged. All requests for exceptions to the move-in schedule must be made in writing *prior to October 27, 2023*.

### Exceptions

There are two (2) categories of exhibitors who will be treated as general exceptions to this move-in schedule: 1. Heavy equipment exhibitors (5,000 pounds or more) and 2. "Do-it-yourself" exhibitors.

#### 1. HEAVY EQUIPMENT EXHIBITORS (5,000 POUNDS OR MORE)

All heavy equipment, such as large boats, engines, or other machinery requiring crane service or other special handling for unloading, will be scheduled **regardless of booth size.**

If you plan to exhibit any large boat, engine, or single piece of machinery that exceeds 5,000 pounds, please contact Kenny Roger, with Freeman (the drayage contractor) at [kenny.roger@freeman.com](mailto:kenny.roger@freeman.com) to arrange a specific time on Saturday morning and the proper unloading equipment.

Special matting or decking will generally not be required for any piece of equipment under 50,000 pounds. The Convention Center, however, will require that a wood skid or plywood mat be placed under all heavy equipment to separate the metal from the surface of the concrete floor.

#### 2. "DO-IT-YOURSELF" EXHIBITORS

Exhibitors who plan to do their own unloading and do not require the services of the drayage contractor may start to move-in on **Monday, November 27, 2023 from 12PM – 5:00 PM to Tuesday November 28, 2023 8:00AM – 4:30PM, regardless of booth size.**

A special dock area will be set aside for use by exhibitors who wish to do their own unloading. The drayage contractor will control access to this area and will be schedule on first come, first served basis.

Drivers of exhibitor company trucks should be instructed to check-in at the Freeman freight office in the marshaling area (**301 Race Street, New Orleans, LA 70130**) as soon as they arrive at the Convention Center. The trucks for the "do-it-yourself" unloading area will be staged in the marshaling area and moved to the dock area as space becomes available. Drivers must remain with their vehicle at all times during this staging process.

Exhibitors who plan to do their own unloading are advised to send (at least) a driver and an assistant with their company vehicle when delivering materials to the Convention Center. **VEHICLES WILL NOT BE ALLOWED TO STAND UNATTENDED IN THE LOADING DOCK AREA.**

### Drayage Services

Exhibitors who have display material or equipment that will require the services of the drayage contractor for unloading must adhere to the move-in schedule whether their display arrives by common carrier or by exhibitor company vehicle.

Drivers of exhibitor company trucks or common carriers should be instructed to check-in at the Freeman freight office located in the truck marshaling yard (**301 Race Street, New Orleans, LA 70130**). Drivers should have the following information:

1. Exhibiting Company name
2. Booth Number
3. Name of Show – "International WorkBoat Show"
4. Number of Pieces to be unloaded
5. **Total shipment weight – Certified Scale**
6. Individual weight of all pieces over 5,000 pounds

The driver's time of arrival will be recorded, and the truck will be scheduled for unloading. Drivers must always remain with their vehicles during this process. Some trucks will be unloaded at the dock area and others will be brought directly onto the exhibit floor and unloaded at the booth location depending upon availability. Freeman supervisors will control access to the docks and the exhibitor floor.

Unloading will be scheduled based on access to exhibit booth location, availability of the appropriate unloading labor and equipment, and adherence to the move-in schedule.

## No Parking Policy

The entire dock area will be a **NO PARKING ZONE** during the International WorkBoat Show. Special duty New Orleans Police Officers will be controlling traffic in this area. Illegally parked vehicles will be ticketed and towed.

## Empty Crates

It is important to the success of our move-in that crates be removed from the floor and placed in storage as soon as they are empty. All empty crates should be closed securely, and an "EMPTY" tag should be attached so they can be removed and placed into storage. Open or untagged crates will not be removed and will clutter both the aisle and your booth.

A clearly marked "EMPTY" tag, containing your booth number and company name, securely attached to your empty crates will expedite their removal and return to you at the close of the show.

"EMPTY" crate tags may be obtained at the Freeman Exhibitor Service Center at any time.

## Freight Aisles

Certain aisles of the floor have been designated as primary freight aisle to help assure access to all sections of the exhibit area during move-in. These aisles must be kept clear at all times to facilitate the movement of freight in and out of the Center. If your booth is adjacent to a primary freight aisle **DO NOT** place your empty crates, skid, or any other debris in this aisle. Blocking these aisles will severely hamper the move-in operation.

## MOVE-OUT SCHEDULE/INFORMATION

**To Schedule Large Equipment Move-Out** - Please contact Kenny Roger with Freeman to schedule a move-out time based on your booth position for your large equipment (i.e. boats/machinery/engines requiring crane service/ etc.)

**Email:** [kenny.roger@freeman.com](mailto:kenny.roger@freeman.com) or **Phone:** 504-906-9349

Friday, December 1, 2023	2:00PM – 9:00PM
Saturday, December 2, 2023	8:00AM – 5:00PM
Sunday, December 3, 2023	8:00AM – 2:00PM

The 2023 International WorkBoat Show will close at **2:00p.m. on Friday, December 1, 2023.**

All exhibitors are **prohibited** from breaking down their booths until the close of the show at 2PM.

It will take about 4-5 hours more to return empty crates to all booth locations. Exhibitors are encouraged to begin dismantling their displays immediately following the close of the show on Friday evening.

Exhibitors who plan to handle their own re-loading and will not require the services of the drayage contractor should move-out immediately at the close of the show Friday.

All crates and equipment should be properly labeled for shipment and Material Handling Agreements filled out and turned over to the drayage contractor prior to your departure. **DO NOT LEAVE THIS PAPERWORK ON YOUR EXHIBIT CRATES** – it can be easily lost or misplaced.

Any freight lacking shipping instructions and/or bills of lading will be taken to the drayage contractor's warehouse for storage and later shipped. Exhibitor will be charged for this additional drayage and warehouse expense.