

## 2024 INTERNATIONAL WORKBOAT SHOW MOVE-IN/MOVE-OUT SCHEDULE

The 2024 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 2024***

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 (TBD). The date and time of arrival will be recorded, and the appropriate equipment and labor required for unloading will be scheduled.

**!! NEW LOCATION FOR 2024 !!**

**Freeman Marshalling Yard**  
TBD

## **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, September 9, 2024.

**Kenny Roger Contact info:** [Kenny.Roger@freeman.com](mailto:Kenny.Roger@freeman.com) or Phone: **504-731-1210**

**Friday, November 8, 2024**

**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.

**1:00PM – 5:00PM**

All booths 20' X 30' or larger.

**Saturday, November 9, 2024**

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

All booths 20' X 20' or larger.

**Sunday, November 10, 2024**

**8:00AM – 5:00PM**

All Booths.

**Monday, November 11, 2024**

**8:00AM – 5:00PM**

All Booths. Personally Owned Vehicle (POV) Exhibitors.

### **EXHIBITS OPEN**

Tuesday, November 12	9:00 am – 5:00 pm
Wednesday, November 13	9:00 am – 5:00 pm
Thursday, November 14	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 Monday, October 7, 2024*. Please send your request to Cassady Applegarth [capplegarth@divcom.com](mailto:capplegarth@divcom.com)

### 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 Friday 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" or "Personally Owned Vehicle" (POV) 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 11, 2024 from 8:00 am - 5:00 pm, 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 personally owned vehicles (POVs) should check-in at the Freeman freight office 301 Race Street, New Orleans, LA 70130 as soon as they arrive at the Convention Center. The vehicles for the "do-it-yourself" unloading area will be staged in the POV lot 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 personal vehicle when delivering materials to the Convention Center. **VEHICLES WILL NOT BE ALLOWED TO STAND UNATTENDED IN THE LOADING DOCK AREA.**

### What vehicles are considered Privately Owned Vehicles (POVs)?

Please find the following vehicles in the image below that qualify as a POV.

#### Vehicles that qualify:



Sedan



SUV



Pickup



Van

#### Vehicles that do not qualify:



Trailer



Commercial Van



Rentals



Bobtail



Stakebed

## **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 (TBD). 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:** 504-731-1210

Thursday, November 14, 2024	2:00PM – 9:00PM
Friday, November 15, 2024	8:00AM – 5:00PM
Saturday, November 16, 2024	8:00AM – 2:00PM

The 2024 International WorkBoat Show will close at **2:00p.m. on Thursday, November 14, 2024.**

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 Thursday 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 Thursday.

All crates and equipment should be properly labeled for shipment and Material Handling Agreements filled out and turned over to Freeman at the Exhibitor Service Center 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 re-routed via Freeman Transportation at the exhibitor's expense.