

MOVE-IN INFORMATION

No one under 16 is permitted in the hall or on the docks during the move-in or move-out. Exhibitors must be paid in full before move-in will be permitted. An Exhibitor Certificate of Insurance must be on file in the Show Office prior to move-in.

Booth Exhibits (100-500 sq. ft.)

Move-in is Tuesday, Jan. 24th from 2:00 p.m. – 8:00 p.m. and Wednesday, Jan 25th from 8:00 a.m. - 3:00 p.m.

Driving into the building will be permitted on Tuesday for unloading only. Do not block aisles when unloading.

No driving will be permitted in the building on Wednesday.

NO LOADING THROUGH THE FRONT LOBBIES.

All exhibits must be set up and ready by 4:00 p.m. Wednesday, January 25th for the 5:00 p.m. Show Opening.

If you have special move-in needs, please contact Pam LaFollette at 502-957-1666 or plafollette@nmma.org.

SPECIAL NOTE: Booth exhibits 10x20 – 10x40 are considered “booth” exhibits for move-out purposes and must be removed Sunday night upon show close.

MOVE-OUT INFORMATION

All exhibits must remain staffed and intact until the official 5:00 p.m. show closing on Sunday, January 29th, 2012.

Dismantling exhibits and/or vacating the exhibit space prior to show close is a violation of your show contract and means for automatic withdrawal from future shows.

Once the show is clear of attendees, move-out will begin. While attendees are present, the operation of any motorized vehicle on show site is prohibited.

Booth exhibits (100-500 sq. ft.)

All booth exhibits must exit the building Sunday, January 29th, 2012 upon show closing.

Exceptions will be handled on a case-by-case basis in the Show Office.

Exhibits that are not removed at this time are the sole responsibility of the exhibiting company.

All exhibits, paraphernalia, merchandise, and supplies used in the exhibits shall be removed. Upon failure to do so, show management may remove and store the same at the expense of the exhibitor. Exhibits that cannot be removed from the building will be charged the daily wing rental rate payable to the Kentucky Exposition Center.