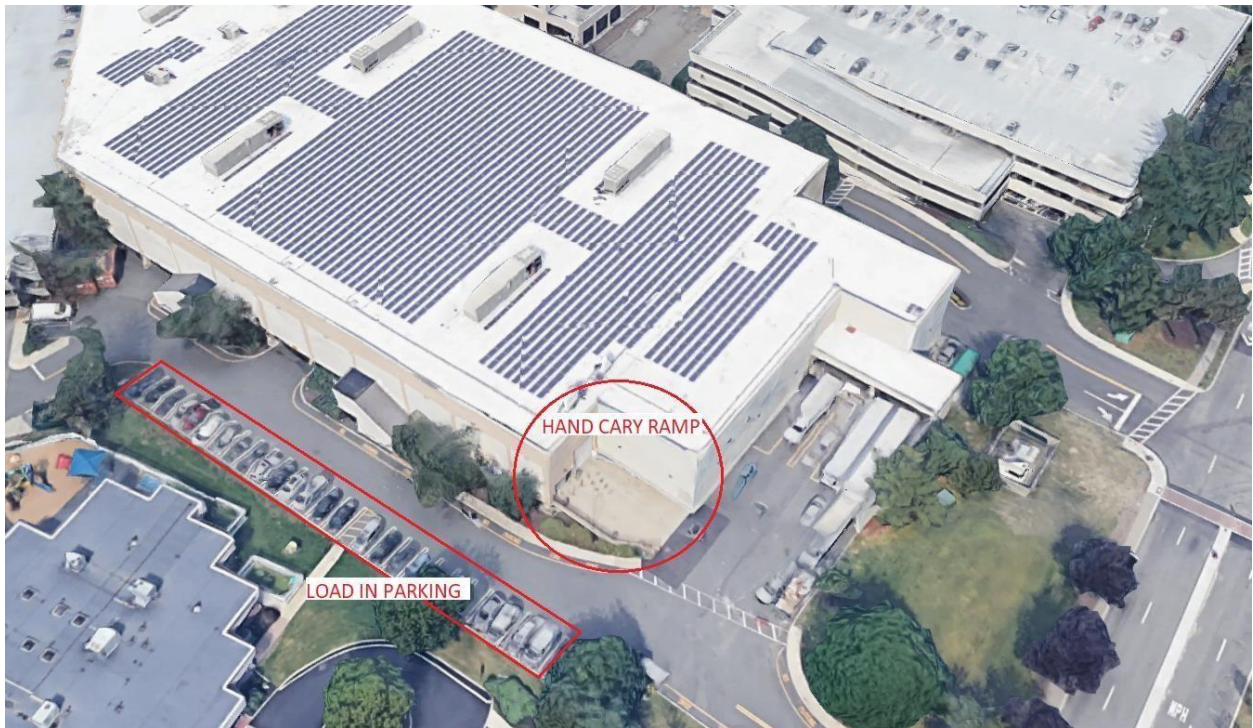


## CABDA EAST LOAD-IN PROCEDURES



### HOTELS

The Secaucus Courtyard Marriott is 95% sold out. Unless there has been a recent cancellation, there may not be rooms available there on the days/nights you need.

We have been able to secure a very limited overflow room block at the adjacent Harmony Suites Hotel.

**Harmony Suites Hotel Secaucus** - (201) 381-3000 [www.harmonysuites.com](http://www.harmonysuites.com)

Use promo code CABDAEXPO to receive the discounted rate.

### BADGES

If you have not yet signed up for badges, please do so immediately through your online exhibitor portal.

We'll have badge pickup ready to go around 9:30am on Tuesday during load in, and all day Wednesday and Thursday for late arriving booth personnel. If you arrive prior to our printers being set up, carry on with your set up and we'll print them out once we are fully operational. We have the ability to create new badges on site, but it is far more seamless if the names/info are already pre-programmed into the printers.

Our badge company will also have your lead retrieval equipment if you ordered it. They'll have a few extra badge scanners available on-site as well, but always best to pre-order the equipment.

### **SCAM ALERT**

Please ignore any emails from con-artists that claim to have attendee lists. They do not. They simply datamined our online exhibitor list and email blasted thousands of possible accounts to end up in your mailbox.

**We do not ever share Attendee Contact Information.** Anyone attempting to sell you a list is illegitimate.

Likewise for third party hotel booking companies. **CABDA does not use third party booking companies.**

### **LOAD IN** (Tuesday, March 6th)

Load-in will begin at 8am on Tuesday and run until 6pm. All freight must be loaded in by 5pm. After 5pm we have to shut down the loading docks or else the Dock People start charging minibar prices. Setup can continue in the hall until 6pm.

Our Demo Track Area will not be set up until later in the evening. During Load-In, this area will be used as a staging area. You may unload your freight here. Once you have unloaded, please move your vehicle. Please do not leave your vehicle in the loading area longer than you must...There will be angry townspeople with pitchforks. There are two parking garages next to the venue.

We are going to use the doors on the back side of the convention center. If you are hand carrying (no pallet jacks or forklifts required) small items, please find a parking spot on the side of the building close to hand carry ramp. **Make sure to not block fire lanes!**

Larger items, pallets, and day-of delivery of crates and skidded material must go to loading docks or the Hand Carry Ramp (if truck has a lift gate). There is plenty of parking and we can use the

non-fire lane space all around the building. If there are any questions or confusion, we'll have staff outside and inside the hall to help out.

Please do not attempt to lift your 500-pound crates by yourself. Ask for help!

Please do not use our load-in day as the occasion to learn how to back up with a trailer. Ask for help!

Pre-arranged advance freight will already be in your booth or en route to your booth. SMG, our vendor, will have staff ready to recollect your empty boxes for storage and redelivery just prior to load out. If anything is missing, check in with the SMG Exhibitor Services Counter and they will track it down...Sometimes labels fall off or are hard to read.

Your booth pipe and drape, furniture & carpet (if ordered) will already be in the booth. If something is missing, or you forgot to order something, do not despair! The Exhibitor Service counter in the back of the hall can make it all better!

Mislabeled and/or separated parcels will be available for collection at the services counter set up in the rear of the hall. They will also have a small quantity of extra rental equipment/ carpet/ furniture. But if you need something specific (color, size, etc) please, please, PLEASE order it in advance.

After you have unloaded, please clear the doorways and loading/parking areas so that other people can get in.

### **Important Notes -**

- 1.) There are more people and crates than there are loading doors. Just give it a minute and resist violent urges.
- 2.) DO NOT BLOCK FIRE LANES! – We have plenty of spots in the loading area and two free garages adjacent to the venue.
- 3.) Breathe – I know it will be a hectic day, and we're going to work our hardest to take the stress out of it, but driving, and unloading, and setting up are inherently stressful. It will all be fine! Take it easy!
- 4.) Weather – Weather forecasts look good for a change! But if the weather does not cooperate, we will make adjustments on the fly. We'll handle it...See number 3!

- 5.) Unneeded booth materials – If you do not require the side rails and drape on your corner booth, please let us know or simply place them in the aisle and we will collect them. But please do not completely block the aisles.
- 6.) Vehicles in in booths – We have ten-foot aisles, so spotting vehicles is not difficult, but we'd rather have these in the hall earlier. Please review the requirements for indoor vehicle exhibits (less than a quarter-tank, disconnected battery, locking or sealed gas tank, etc). Let us know if you plan on displaying a vehicle in your booth.
- 7.) Marshalling – If you are finished unloading your vehicle, please move it as soon as you can so that other folks can unload.
- 8.) **Please join us on Tuesday night at 5pm for an exhibitors' reception on our show floor.**

#### **ELECTRIC -**

If you ordered electric, SMG will already have it set up in your booth. You can plug in your own stuff to the outlet they run to your booth, but please do not attempt to be an electrician! They will be here to handle any issues/problems/ discrepancies.

The venue uses “flown from the air” power setups. Power is dropped from the ceiling to power boxes at the end of each aisle. These are not household power strips, they are serious high-capacity devices capable of totally ruining your day...Let the electricians help if there is an issue!

#### **LOAD OUT (Thursday, March 7<sup>th</sup>)**

We'll begin load-out at 3pm on Thursday and run it until completed. Please take your time and be careful moving and driving. You are tired and everyone wants to get out. Breathe!

We do not have loading dock or loading ramp access until 3PM. Do not try to take your booth supplies out before 3pm. It will confuse the security people and anger the show director.

We'll again use all doors. We're going to try to get all non-exhibitors out for the hall as quickly as possible so speed up the process. So please cut short last minute meetings and **Keep an eye on your merchandise!** Don't let bike dealers mistake your booth supplies for last minute samples!

If your booth materials are leaving with a dealer during show hours (ie sold, borrowed from dealer stock, etc) Please see show management for a color-coded tag. Otherwise we will stop large items at the door.

Please refrain from breaking down your booth or moving heavy pallets/skids until we can get the attendees out of the hall. It is hectic enough.

SMG will be on hand to collect pre-arranged freight and redeliver your boxes/crates. For small shipments, we typically have separate areas for different carriers (UPS, FEDEX, Freight Carriers). Avoid delayed shipments by using the correct package area.

Any issues, concerns, complaints, threats of violence. Please let us know, and we will get it handled!

Let's have a great show!