DISCOVER BOATING™
NEW ENGLAND BOAT SHOW®
PROGRESSIVE®

# FREIGHT SHIPPING PROCEDURES

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EXHIBITOR SHIPMENT & FREIGHT

Materials can be shipped in advance to the Demers Warehouse or directly to the Venue. Exhibitor is responsible for making prepaid inbound and outbound shipping arrangements.

ADVANCED WAREHOUSE

**TO BE RECEIVED FROM Jan 4– Jan 25**

**TO:** **Name of Exhibitor & Booth Number**

**FOR:** **New England Boat Show**

**c/o Demers Exposition Services, Inc.**
**151A Park Avenue**
**East Hartford, CT 06108**

**Please Note: Shipments may be received weekdays (excluding holidays) between 9am – 3pm**

ON SITE SHIPMENT

**TO BE RECEIVED FROM: Feb 6-9 (8am-4pm)**

**TO:** **Name of Exhibitor & Booth Number**

**FOR:** **New England Boat Show**

**c/o Demers Exposition Services, Inc.**
**Thomas M. Menino Convention & Exhibition Center**

**415 Summer Street**
**Boston, MA 02210**

**Demers Exposition will receive shipments beginning at 8am on Saturday, February 6. Shipments arriving before this date may be refused by the facility.**

SHIPPING PROCEDURES

- Review the Material Handling Services Limits of Liability & Responsibility.
- Be sure to get pro numbers which enable a carrier to trace your shipment(s).
- Upon arrival at your exhibit, compare your shipping information with the freight in your space.
- Report any missing freight or damage to the Freight Desk at the Registration Tent immediately.
- Empty labels must be affixed to all empty crates/cartons for storage during the show to assure correct delivery at the close of the event.

OUTBOUND SHIPPING

- Be sure to properly label all materials for shipping, prepare a bill of lading and contact your carrier.
- Please leave a copy of the bill of lading at the Decorator's desk (Lobby) to ensure packages are picked up properly.
- Extra bills are available at the desk and our freight manager can assist you with outbound shipments.