



2024 DEALER MOVE-IN INSTRUCTIONS

- During inclement snow/ice conditions, all boats must be cleaned from the street before entering the Convention Center.
- **NEW** Dealers may bring their fork trucks and use them at the facility so long as the operators are forklift certified (OSHA). The operator(s) must have their license on them.
- All regulations established by the Cincinnati Fire Division and Cincinnati Dept. of Buildings & Inspections must be followed exclusively (gasoline, batteries, decks/docks, etc.). All motorized vehicles, boats, RVs, etc. must have less than 1/8 tank of gas and batteries must be disconnected once units are set in place. **ALL LP/Propane tanks must be removed from any boat or vehicle.**
- **Fork Trucks** ~ Fern Exposition & Event Services will have fork trucks on-site, and any dealer who is needing a Fern fork truck must contract directly with them. Renfro Productions will not provide any fork trucks for set-up.
- **The chain hoists will be available on a first-come, first-serve basis.** Boats/trailers must be unhitched, and towed vehicles **REMOVED** immediately to expedite move-in and minimize traffic congestion. The Duke Energy Convention Center is **NOT** a parking lot.
- Avoid placing boats in an adjacent exhibitor's space unless the space will not be occupied that day.
- Work cooperatively with neighboring exhibitors.
- Do not place banners or draping to intentionally obstruct neighboring displays.
- **Do NOT bring boats and vehicles onto floor BEFORE they are scheduled.** Keep in touch by cell phone with your exhibit coordinator if you are waiting on the street. **Do NOT park vehicles on the street and leave them unattended.**
- We suggest that you provide all your drivers with the map included with these instructions. Please make sure that they pull into the assigned door unless directed by show staff to a different door.
- Do **NOT** block ramp access doors.
- **NO EXHIBIT DRAPE MAY BE MORE THAN 8' HIGH.**
- Any vehicle that drips oil will be charged by the Duke Energy Convention Center for cleanup.

MAKE SURE YOUR ENTIRE STAFF HAS A COPY OF THESE INSTRUCTIONS.

2024 MOVE-IN SCHEDULE

Monday 1/15
1:00 pm - 9:30 pm

Tuesday 1/16
8:00 am - 8:00 pm
All Vehicles Must Be Off
The Floor by 5:00 pm

Wednesday 1/17
8:00 am - 8:00 pm
All Vehicles Must Be Off
The Floor by 5:00 pm

Thursday 1/18
8:00 am - 8:00 pm
All Vehicles Must Be Off
The Floor by 5:00 pm

Attention Dealers
You must be here on your
scheduled set-up window

