



53rd ANNUAL NH STATE HOME SHOW MARCH 6, 7, 8, 2020

Doubletree by Hilton Manchester Downtown, 700 Elm Street, Manchester, NH

EXHIBITOR MOVE IN / MOVE OUT INFORMATION

EXPO CENTER

1. Unloading in front of Expo Center is STRICTLY PROHIBITED.
2. Vehicles that can fit into a standard parking space, unload into the Expo Center through the parking garage, third level. Garage clearance is 7 feet. All vehicles exceeding maximum clearance are prohibited from parking in the garage.
3. Larger vehicles unload into the Expo Center through the rear loading dock located in back of hotel off the Pleasant Street side of hotel. Please schedule arrival of deliveries on Thursday, March 5th. from 7:00 a.m. to 12:00 noon with show management.
4. Due to weight restrictions, **forklifts are NOT permitted in the building.** Show Management shall provide **electric pallet jacks for use in transporting display materials from the loading dock to the showroom floor (Expo Center only).** Weight limit of display materials to be transported on pallet jacks will be strictly enforced. Total height of display materials being transported shall not exceed 2 feet as measured from floor to top of materials. Exhibitors requiring transportation of multiple pallets from the loading dock to their booth(s) will have pallets disbursed as close as possible to final booth location, but in such a way as to not exceed maximum concentrated loading at any one location.
(refer to terms and conditions)
5. **Exhibitors requiring pallet jacks to move HEAVY display materials MUST make prior arrangements with show management to move in on Wednesday, March 4th between the hours of 1:00 PM and 5:00 PM.**
A limited number of non-electric pallet jacks will be available for exhibitors use.

ARMORY: Ballroom and Armory *(Move In / Move Out is on a first come basis)*

NO PALLET JACKS will be provided in the Armory / Ballroom.

1. **Ballroom Exhibitors** unload from the Pleasant Street side of hotel through glass doors.
2. **Armory Exhibitors** unload from the Pleasant Street side of hotel just past the glass doors through loading area. Vehicles can back into the loading dock up to a limited area. Height and width restrictions are 9'w x 10' h.
Please note: There is no vehicle access into the Armory room.
3. **Carpet is NOT permitted in the Armory room.** This room has a polished hardwood floor.
4. Any items to be hung in the Armory room, including audio visual equipment, must comply with weight limits and be approved in advance by the hotel.

Vehicle engines shall not remain running while waiting to unload or load: any vehicle left running will be denied access.

EXHIBITORS MUST adhere to the floor plan as approved by Show Management and the Manchester Fire Department. No exhibit is permitted to extend beyond its assigned floor space dimensions. Failure to comply will result in forfeiting of space and booth payment.

PARKING: A limited number of parking spaces are available in back of hotel near loading dock .
Cost: \$50.00 regular vehicles, \$75.00 oversized vehicles.

QUESTIONS: Contact Sharon Wayman 603-226-6538, swayman@nhhba.com