



## 55th ANNUAL NH STATE HOME SHOW

March 4 - 6, 2022

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 fit into a standard parking space, can 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** through the rear loading dock located in back of hotel off the Pleasant Street side of hotel.
4. Due to weight restrictions, **forklifts are NOT permitted in the building**. Forklift will be available for use outside in the loading dock area. **Electric pallet jacks will be available 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 **LARGE and HEAVY display materials MUST make prior arrangements with show management to move in** on Wednesday, March 2nd between the hours of 10:30 AM and 5:00 PM and Thursday, March 3rd from 7:00 AM to 12:00 Noon. A limited number of non-electric pallet jacks will be available for use.
6. 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](mailto:swayman@nhhba.com)